

PERSON SPECIFICATION

Finance Officer



Essential Criteria

- Understanding of and commitment to the aims and values of PLP;
- Understanding of the current issues facing the legal aid/voluntary sectors;
- Ability to read and understand financial information
- Willingness and ability to take day to day responsibility for PLP's financial operation;
- Understanding of and experience of implementing financial control systems;
- Demonstrable understanding of the regulatory requirements governing PLP's financial and charitable practice management, particularly the Solicitors Accounts Rules and the Charities Commission;
- Willingness and ability to work with PLP's existing staff team to discharge the collective management of PLP.
- Understanding of and commitment to equal opportunities and ability to apply this understanding to the job.
- Excellent communication skills, both oral and written;
- Self-motivation and ability to prioritise, meet deadlines and work under pressure.
- Willingness and ability to be flexible about working hours as necessary, including attending evening meetings given reasonable notice.
- Reasonable level of computer literacy and word processing skills

Desirable criteria

- Professional financial qualifications;
- Knowledge or experience of Community Legal Service public funding.