



Chattertons, Role Profile and Person Specification.

Role Profile:

Job Title: Financial Controller	Hours of Work: 09.00 – 17.15 – Monday to Friday (36.25 per week)
Salary : Competitive	Location: Lincoln or Horncastle

Summary:

We are a well-established and highly regarded legal practice with 175 staff in 8 offices in Lincolnshire and Nottinghamshire. We are seeking a Financial Controller to assist the team with the direction and the growth of the business.

This role, reporting to the Chief Executive, will be responsible for managing a small accounts team and the preparation and completion of monthly management accounts. The candidate will be fully qualified with a strong commercial background and proven post qualification experience at a senior level.

You should have a strong “hands-on” approach within a fast-paced business. Technical skills and advanced use of Excel are essential, as is the ability to manage workload and meet deadlines. Familiarity with SOS Connect and Practice Manager would be an advantage but is not essential.

The main purpose of the role is to support the Chief Executive in managing the financial administration of the practice. As Financial Controller your principal duties will include:

- Developing the Company's business and financial strategy including budgeting, monitoring, and reporting results, management and development of policies, systems and processes.
- Preparation of management accounts including the preparation of all journals and control account reconciliations on a monthly basis.
- Provision of technical financial advice to operational departments with particular reference to the Solicitors Accounts Rules (SAR).
- Control and reconciliation of the client accounts of the Company.
- VAT returns and liaison with HMRC.
- Liaison with the Company's bankers and external accountants.
- Contributing to strategic planning and development as a member of the senior team, seeking opportunities for growth, efficiencies and profitability, distributing reports to Operations Board.
- Ensuring that data on company performance is maintained so that accurate management reports may be produced in a timely manner.
- Producing monthly management accounts including a relevant commentary to strict deadlines.
- Producing reliable profitability and cash-flow forecasts of the Company's financial position on a rolling basis.
- Coordinating and controlling the annual budget and report on variances
- Review and control of weekly and monthly payment processes including payroll.

Person Specification:		
	Essential	Desirable
Qualifications	<p>Formal Accountancy Qualification. (CA/ACCA/CIMA)</p> <p>Thorough knowledge of accounting principles and procedures.</p>	<p>5+ years of overall combined accounting and finance experience.</p> <p>Minimum 2 years' experience in a Supervisory role within Senior Management.</p>
Knowledge	<p>Clear understanding of Money Laundering Regulations.</p>	<p>Detailed understanding of the Solicitors Account Rules.</p> <p>Experience within a legal practice environment.</p>
Skills	<p>Strong planning and organisational skills.</p> <p>High degree of computer literacy.</p> <p>Ability to manage and supervise finance and non-finance staff</p> <p>Ability to effectively manage, supervise and develop the accounts team.</p> <p>Excellent communication skills with the ability to present financial matters to non-finance managers and directors and discuss proposals with other relevant parties.</p>	<p>Experience of SOS Connect and SOS Practice Manager</p>
Competencies	<p>Desire to provide a high quality service to the Company.</p> <p>Ability to prioritise workloads and meet deadlines.</p> <p>High level of integrity.</p>	
Attributes	<p>Proactive and positive attitude.</p> <p>Ability to work independently and provide initiative in improving finance functions</p> <p>Reacts well under pressure and able to work to strict deadlines.</p> <p>Sense of humour</p>	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The Company has an Equal Opportunities Policy and this sets out the Company's position on equal opportunity in all aspects of employment. This is available upon request.