



Financial Controller/Accounts Manager

The role includes working with the Partners on the financial management of the firm and managing a finance team. The work will be challenging, varied and exciting.

To be considered for this excellent opportunity, the requirements are:

- Ability to draft monthly management information and finance reports for Partners. Duties included but not limited to:
 - Produce detailed monthly/yearly senior management reports, produce and analyse P&L, Trial Balance, Balance sheets, Reconciliations on a monthly/quarterly/yearly basis, Produce KPI's and Budgets.
- Ability to complete monthly payroll duties using SAGE including all aspects of the annual payroll return.
- Ability to monitor daily and projected cashflow forecast.
- Ability to assess all business costs and recommend appropriate savings.
- Experience of managing relationship with accountants and bank.
- Ability to work with department heads in relation to profit projection, cost projection and all other ancillary financial matters.
- Experience of the revision and implementation of credit control policies.
- The ability to provide training in relation to financial matters to department heads and fee earners.
- Experience of managing a finance team.
- A comprehensive understanding of cutting edge IT systems and the ways in which to maximise IT to increase efficiency within a finance team.
- Full knowledge of all compliance issues and responsibility for establishing process and practices to ensure compliance with Solicitors Account Rules.
- Ideally a good knowledge of the financial aspects of legal aid billing and LAA rules.
- Ideally experience with working with a Case Management Accounting system.
- A dynamic and committed approach.
- A robust approach to financial discipline.
- Excellent communication skills, both oral and written.
- Ability to form good relationships with customers and colleagues and to work as part of an effective team.
- Well organised, with a clear and professional manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

This role offers the opportunity to join an established and progressive law firm. You will also be offered excellent training and development and will have the opportunity to develop your career.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.