



Head of Finance

Practice Area	Operations
Line Manager	Managing Partner
Hours	36
Location	Hertford – Office Based

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our lawyers are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in The Legal 500, a leading legal directory, and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+ and ISO9001. Collaboration is at the heart of everything we do. You will find us structured but not hierarchical with a friendly and supportive environment. Our aim is to recruit progressive, forward-thinking individuals who wish to be part of our growth and who share our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the Operations team

The Operations team provides central support to the firm. The Operations team oversees everything non-legal, including human resources, marketing, business development, compliance, premises, information technology and accounts.

About the role

The Head of Finance will be responsible for providing strategic finance and daily control for the accounting function within the business. The Head of Finance will ensure that external and internal service levels, compliance and legislative standards are set and achieved, and the finance function is performed to the highest standards. They will manage the finance strategy and plan, budget and expenditure, audits and maintain external and internal relationships and ensure that the finance team work efficiently and accurately.

The Head of Finance will set the tone for the finance provision and deliver a consistent message to all staff within the business through appropriate communication at all levels and will maintain documentation, adhere to SAR rules and policies, whilst maintaining the firm's core principles and in a manner aligned with the firm's strategy and / or stated objectives.

The Head of Finance will ensure the delivery of "Business as Usual" financial services whilst continuing to consider and deliver new solutions in line with the finance strategy, either internally or by engaging third parties.

Principal Duties and Responsibilities

Financial Control

- Manage all transactional and financial accounting procedures, ensuring appropriate controls are in place
- Manage the Practice Management accounting system ensuring relevant processes are controlled
- Oversee the banking functions for all banking systems and accounts
- Review cash and bank reports, forecasts and reconciliations
- Oversee supplier pay runs and ad hoc payments prior to authorisation
- Review interest payments to client accounts
- Attend meeting as required

Financial Accounting

- Manage the month end accounting process in line with the agreed timetable
- Review and approve all general ledger journals
- Prepare the month end accounts in accordance with agreed timetable
- Review all monthly balance sheet reconciliations
- Prepare and review monthly trial balance reports
- Prepare and distribute monthly reports to include fee earner snapshots
- Enter salary payments onto the bank for approval to ensure employees are paid on time
- Review all regular and ad hoc financial accounts related analysis and reports
- Manage the year end accounting and audit process
- Manage the statutory accounts and annual return processes
- Ensure that all accounting standards are understood, communicated and applied
- Ensure that the finance manual is compliant with internal and external requirements and kept up to date

Management Information and Governance

- To contribute to and often lead in any discussions regarding the legal, governance, accounting, SAR requirements, tax implications of proposed policies
- Create clear and concise reports for Partners' meetings to include cost implications, recommendations and final outcomes
- Present accurate financial information to the Partners in a timely manner
- Carry out financial and statistical research to assist in the formulation of new policies, planning or revised initiatives
- Ensure all financial information required is prepared in a timely manner
- Manage any new processes and communicates change

- Ensure all accounting data is up to date with regulative bodies

Management Accounts, Budgeting and Forecasting

- Complete a timely and accurate issue of draft and final monthly management accounts in the agreed format
- Attend monthly management accounts meetings working closely with the Managing Partner to ensure that management information is shared with all Equity Partners
- Leads on the annual budget and forecasting process
- Performance reporting

Taxation

- Ensures that the firm is kept up to date with relevant taxation legislation and that information is communicated and applied appropriately
- Manage all taxation requirements for the firm ensuring that payments are submitted within deadlines, to include VAT, PAYE, Corporation Tax, and Partners' Tax
- Review all tax computations

Internal Control

- Review, adapt and oversee internal controls
- Carry out internal audit checks to ensure that accounts function is working effectively

About the Person

Essential Skills

- Educated to relevant degree standard
- Qualified accountant (ACA, ACCA or equivalent)
- Minimum 5 years' experience of delivering finance leadership to law firms or other professional services, at a high level
- Thorough understanding of a service environment with a strong customer service orientation.
- Ability to interpret budget, accounting and fiscal procedures, policies and regulations
- Ability to translate complex financial information for non-finance colleagues
- Strong numerical skills with a high level of accuracy and attention to detail
- Organised and methodical, able to prioritise and organise workload effectively
- Clear and concise communication skills, both orally and in writing
- Flexible and adaptable with good time management skills to meet own, team and wider business deadlines
- A client facing and professional approach to their work
- Ability to work unsupervised to a high standard and take a proactive approach
- Ability to work well with all at all levels
- Able to plan, organise, lead and co-ordinate a team
- Experience of working within a busy and demanding environment

Essential Experience Requirements

- Previous experience in senior leadership post in a small/medium organisation
- Previous experience in managing a small transactional team delivering to the firm
- Understanding and knowledge of partnership requirements
- In-depth knowledge and understanding of accounting, budgeting and auditing principles and procedures
- Previous experience in technical accounting and taxation
- Hands on experience using and optimising accounting systems

Desirable Skills

- Previous experience of working for a law firm or in the legal sector
- Experience working in a team-oriented, collaborative environment

General requirements

- To work within the Operations Team and within the firm as a whole wherever your assistance may be required
- To perform any duty or responsibility not specifically referred to above, which may be reasonably requested by the Managing Partner
- To maintain a high level of confidentiality
- To deal with colleagues, clients and other external contacts in a friendly, courteous and efficient manner
- To observe the firm's policies, rules and procedures
- To act in the best interests of the firm at all times

This job description is not intended to be exhaustive and detailed statement of the duties and responsibilities of the post. It will be reviewed after discussion between the employee and his/her line manager on an annual basis during appraisal and at other times should the need arise.

How to apply

Please email Rebecca Bushell, Practice Manager at rebecca.bushell@longmores.law with your CV and a covering message explaining your interest in the role.