



Finance & Administration Manager

ABC Chambers Solutions have been instructed to assist in recruiting a Finance & Administration Manager for a Criminal and Regulatory set based in Chancery Lane. This is an excellent opportunity, playing a key role in the day to day running of chambers administration.

Main duties include:

Managing Chambers accounts and the relevant computer software including: -

- a) Recording items of income and expenditure, monitoring chambers bank accounts and providing regular bank reconciliations statements.
- b) Providing statistical support for all budgeting and business planning purposes from the Lex and Sage software including detailed cashflow projections
- c) Processing Chambers' VAT and Tax
- d) Calculating and invoicing members of chambers for their contributions, rent and other payments.
- e) Providing Chambers' accountants with support for the preparation of the audited annual accounts
- f) Managing the petty cash accounts
- g) Liaising with payroll company
- h) Paying all Chambers' suppliers and liaising with them to ensure best value for money
- i) Developing and implementing improvements to accounting procedures and software.
- j) Managing facilities in chambers to ensure appropriate up keep
- k) IT management

Experience

- Experience in a role which has involved management of budgets of at least £500,00
- Proficiency in Excel or equivalent; Sage or equivalent; experience of preparing cash flow statements and bank and other reconciliations

- Experience and/ or ability to oversee financial functions and control of expenditure and to provide financial analysis, forecasting and control
- Good knowledge of double book entry
- Use of word processing, presentation packages, spread sheets, internet & email systems.
- Experience of managing supplier relationships.
- Experience of managing premises and/or facilities, including awareness of Health and Safety legislation and obligations
- Experience and /or knowledge of the provision of IT services
- Handling confidential/sensitive information and awareness of Data protection
- Experience and/or knowledge of working in a legal services environment

For all enquiries please contact:

ABC Chambers Solutions LLP - 0203 440 5876 1 Fetter Lane, London EC4A 1BR.

*To apply for this role please e-mail a comprehensive CV and cover letter to:
recruitment@abcllp.com or contact one of the team for a confidential discussion.
All third party applications will be forwarded to ABC Chambers Solutions.*