



The Law Society

Supporting Solicitors



HEAD OF FINANCE

Job purpose: To manage the delivery of financial and management accounting services for The Law Society (TLS) and ensure effective financial control. To work with the business to cost and price services and grow income. To provide reliable and trusted financial advice to senior managers.

Key Accountabilities

The role is responsible for

- Managing the provision of standardised financial and management accounting services for TLS, including all aspects of business planning, forecasting, financial reporting and control
- To ensure the effective and efficient creation, control and monitoring of the budget
- To develop the costing and pricing of services and product profitability
- Providing trusted advice and support related to financial management and control to colleagues across TLS.
- Ensuring preparation and interpretation of management accounts, business plans, and forecasts related to TLS, and recommending actions based on appropriate analysis and financial appraisal
- Ensuring that effective financial controls operate across TLS, and that financial risk is understood and minimised
- Developing and managing the financial transaction team and working closely with the shared services function
- To lead, manage and develop the finance team to deliver high levels of performance, effectiveness and efficiency including the use of a business partner model
- Supporting the development of performance management approaches, including KPIs and dashboards
- Ensuring accurate preparation of all internal and external/statutory financial statements for TLS and related funds
- Working with colleagues, seeking opportunities to improve the finance service across the Society

Knowledge, Skills & Experience

Essential:

- Qualified accountant, with Senior operational financial and management accounting experience
- Experience of managing a team of qualified accountants
- The ability to integrate the strategic and operational components and relate these to a complex environment
- Experience of financial planning and modelling
- Proven strong people management and leadership skills, leading technical and professional colleagues



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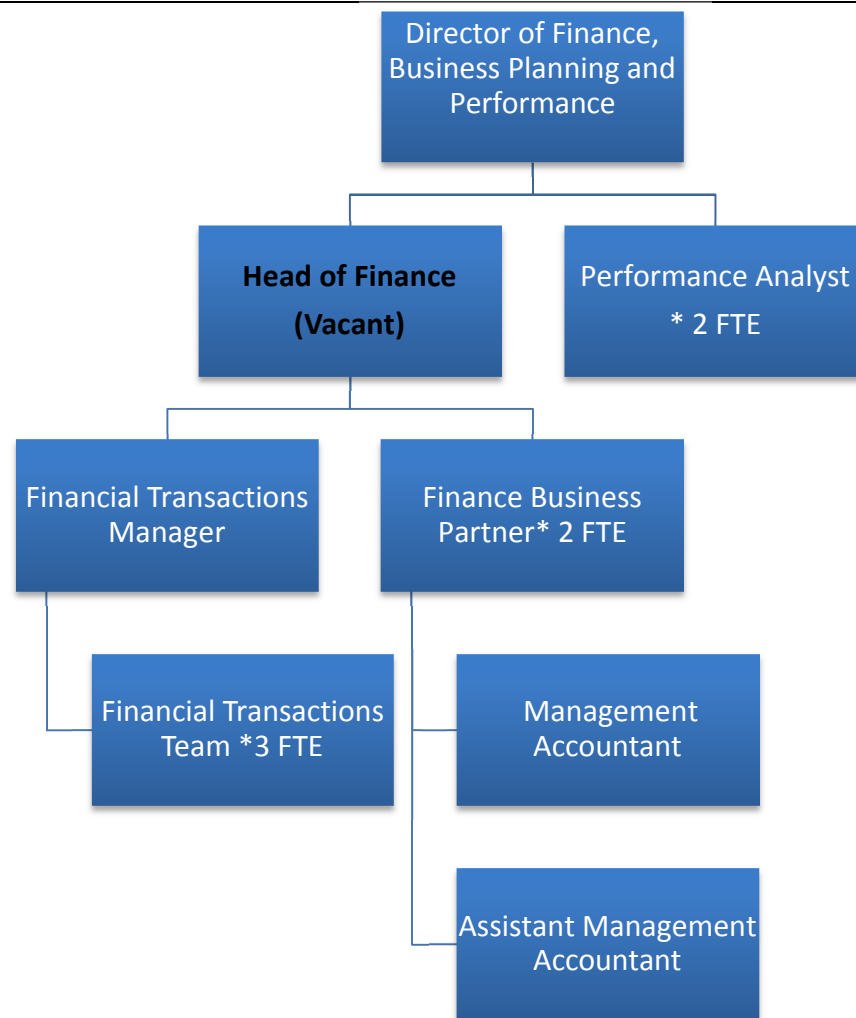
- Proven experience of managing a budget process for over £50m
 - Strong communication skills, written & oral, with the gravitas to establish meaningful and trusted relationships and engage and influence colleagues and stakeholders across the Society
 - A specific focus on customer service
 - Strategic thinker
- Desirable:**
- Knowledge and experience of costing and pricing
 - Knowledge of technology as it applies to complex integrated accounting and operational systems
 - A good understanding of the Law Society's business operations and culture

Planning & Organising

- Balancing the professional accounting standards, policies and practices with the operational and strategic requirements of the Society
- Leading a team to establish and achieve goals, based on high-level direction
- Working to a corporate-level plan
- The ability to overcome roadblocks and deal with strategic and operational issues as they arise
- Creativity and flexibility of approach to ensure success
- Champion for continuous improvement

Dimensions

- Working across the Law Society, influencing stakeholders at all levels
- Managing a team of colleagues.
- Management across diverse functional areas
- Balancing the requirements of the Law Society with Group Finance
- TLS commercial income of c£15m per annum, with c£50m expenditure pa





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