



The Law Society

Supporting Solicitors



FINANCE BUSINESS PARTNER

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 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
- Supporting maintenance of effective and efficient financial control processes and systems
- Supporting the development of performance management approaches, including KPIs and dashboards
- Contributing TLS knowledge and expertise in the work of colleagues across Group Finance
- 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:

- Part - Qualified accountant, with operational financial and management accounting experience
- The ability to integrate the strategic and operational components and relate these to a complex environment
- Advanced Microsoft Office Skills, ie Excel, Word and PowerPoint
- Experience of using accounting and operational systems
- Strong communication skills, written & oral, with the gravitas to establish meaningful and trusted relationships and engage and influence colleagues and stakeholders across the Society
- Ability to work efficiently and to a high degree of accuracy
- A specific focus on customer service.

Desirable:

- Fully qualified accountant
- Knowledge and experience of costing & pricing
- 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.
- 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.
- Supporting the development of an assistant management accountant
- Deputise on occasion for the Head of Finance
- Balancing the requirements of The Law Society with Group Finance
- Law Society commercial income of c£14m per annum with c£46m of expenditure per annum

