


GLPC Job Description

	Job Title	Legal Finance and Administration Officer
	Directorate	Finance & Resources
	Department	Legal Services
	Grade	PO2
	Reports to	Legal Services Business Manager
	Staffing Responsibility	None

Job Purpose:

1. To assist the Business Support Officer and Principal Lawyer Constitution, Governance and Finance for Legal Services in the provision of a comprehensive professional finance service that fulfils corporate and operational requirements.
2. To provide on-going training and development to the Legal Services practice.
3. To undertake the accounts payable service to all Legal Services Suppliers.
4. To lead on monthly reconciliations for Legal Services.

Principal Accountabilities and Responsibilities:

1. Lead with all aspects of financial reports, journals, statement and external audit requests.
2. To lead on the collation and reporting on income and expenditure, including spend on barristers and experts, including external solicitors.
3. To train and oversee new members of staff as part of their onboarding.
4. Assist in Revenue and Capital salary forecast outturns for Legal Services.
5. To deal with payment of all invoices and associated financial records of transactions and resolve variances.
6. Lead on and resolve, queries from third parties, Chambers, Solicitors, Experts and all other Legal Suppliers.
7. To deal with financial control and reconciliation of accounts from Oracle.
8. To assist with half year, year end accruals and month end, quarter end financial reports.
9. To provide expertise in respect of Oracle systems, IKEN and court bundling system to all fee earners.
10. To assist with budget setting/monitoring and monthly/quarterly and annual financial statements.
11. To assist in preparatory work for budgets, annual accounts and forecasting.
12. To provide administrative support and guidance to the Legal Services function.
13. To deputise for the Business Support Officer and Principal Lawyer Constitution, Governance and Finance as required.
14. To analyse, report and advise upon the outcomes arising from the case management system.
15. To oversee new starters and leavers. Setup of systems, access to online legal library, ID badges and H&S induction.

16. To order specialist equipment for staff with H&S requirements as recommended by H&S.
17. To ensure the smooth running of administrative support to Legal Services e.g.:-
coordinating the annual renewal of lawyers practising certificates, supporting the annual assessment for Lexcel, evaluate and prepare reports on management information, including performance indicators and benchmarking.
18. Effectively lead on service improvement initiatives by designing and implementation of new or improved processes within the service area.
19. To organise and support Legal Services meetings, IKEN group meetings and events.
20. To undertake projects within Legal Services as directed by the Business Manager.
21. Produce bespoke income invoices using the financial system working with central VAT team, Oracle Interface and Oracle AR.
22. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
23. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
24. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
25. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	No check required
Politically Restricted	No

Person Specification

All criteria are essential	To be identified by: Application Form(A) Test/assessment (T) Interview (I)
Qualifications and Professional Membership requirements: <ul style="list-style-type: none"> Part-qualified accountant from an IFAC member body (preferably CIPFA) or AAT Accounting Technician, although a candidate qualified by experience will be considered. 	A
Knowledge (please specify all essential criteria): <ul style="list-style-type: none"> Knowledge of standard Office packages e.g. Word, PowerPoint and Excel. Good working knowledge of processes required to meet legislation, policies and standards of Local Government, including money laundering regulations and accounting standards. Shows a full understanding of the broad area of Legal Services Support Is aware of and complies with standards of financial control Has knowledge of Legal Practice Management 	A/I/T A/I A/I A/I
Experience (please specify all essential criteria): <ul style="list-style-type: none"> Significant experience of working in local government legal and finance sector or similar relevant experience. Experience of designing, following and adapting administrative and financial processes to meet the service's needs. Experience of using financial management systems and the information technology including spreadsheet and word processing models. Experience of providing financial reports for the service. Demonstrable experience of accurate and timely data input and data management ensuring accuracy and confidentiality. Substantial experience of working in an information sensitive environment. Specific experience in AR invoicing, AP and budget reconciliation. Detailed experience of independently using financial functions such as GL, salary statement reconciliation or similar systems. 	A/I A/I A/I A/I A/I A/I A/I A/I/T

Skills and abilities (please specify all essential criteria): <ul style="list-style-type: none"> • Competent in all standard office IT packages e.g. Word, PowerPoint, Excel, • Excellent personal organisational skills. • Ability to communicate effectively in oral and written form with a wide audience including Council staff, members of the public and outside organisations. • Actively look for ways of improving services and outcomes for customers. • Ability to analyse complex information, evaluate evidence, solve problems and present solutions at an appropriate level • Able to collate data as instructed from relevant sources to feed into reports. • Ability to disseminate information, train and increase knowledge for the practice area. • Ability to independently use and train officers on Oracle or similar financial systems. 	A/I/T A/I/T A/I/T A/I/T A/I A/I A/I/T A/I
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List desirable criteria:	
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