



Legal Finance and Admin Assistant

Reports to:	Business Manager		
Department:	Finance & Resources – Legal Services	Grade:	Scale 6
DBS Status:	No DBS Required	Politically restricted:	Yes
Job Purpose:			
<ol style="list-style-type: none"> 1. To assist the Business Manager/ Principal Lawyer, Constitution Governance and Finance in providing effective legal practice management service support to the Legal Service. 2. To undertake the accounts payable service to all Legal Services Suppliers. 			
Values			
<ol style="list-style-type: none"> 1. Collaborate proactively. 2. Lead inclusively. 3. Embrace change. 4. Be bold and curious. 5. Celebrate and share our success. 			
Job specific roles and responsibilities			
<ol style="list-style-type: none"> 1. To assist the Business Manager with all aspects of financial management and processing including setting up of new suppliers. 2. To provide administrative support and guidance to the Legal Services function. 3. To assist the Senior Finance and Administration officer with aged debt enquiries with Legal Suppliers monthly and at year end in preparation for year-end budget closure. 4. To collate information and prepare reports on internal and external spend, performance (including benchmarking information) and other activities of Legal Services. 5. To pay disbursement fees, being the first point of contact for resolving any queries or issues with external lawyers and barrister chambers. 6. To recharge all disbursements into IKEN by month end in preparation for month end financial closure. 7. To assist with monthly time recording reports for Legal Services. 8. To prepare monthly starters and leavers report and update structure chart as directed by the Business Manager. 9. To undertake administrative support for Legal Services, and in particular for the Business Manager, fielding of telephone calls and first point of contact for customers and suppliers. 10. To co-ordinate the annual renewal of lawyers practising certificates in line with the Solicitors Regulatory Authority. 			

11. To provide expertise in respect of Oracle systems, IKEN and court bundling system to all fee earners.
12. To assist the Business Manager in maintaining the LEXCEL Manual and in coordinating the annual external assessment for Lexcel.
13. To organise and support Legal Services meetings, IKEN group meetings and other events.
14. To make appropriate use of information technology.
15. To make appropriate use of Oracle cloud to process all invoices, raise Pos and to invoice suppliers for Legal work.

To make continuous process improvement and design and implement new processes with the service area.
16. To oversee new starters and leavers. Setup of systems, access to online legal library, ID badges and H&S induction.
17. To assist the Business Manager to train and onboard new Apprentices in the Practice Management team.
18. To order specialist equipment for staff with H&S requirements as recommended by H&S.
19. To undertake projects within Legal Services as directed by the Business Manager.
20. 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.
21. 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.
22. Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

1. Knowledge of standard Office packages e.g. Word, PowerPoint, and Excel.
2. Good working knowledge of process required to meet legislation, policies and standards of Local Government
3. Has knowledge of Legal Practice Management.

Experience

1. Experience of administrative work in a legal or similar office environment dealing with correspondence, filing, preparing documents and using IT systems.
2. Experience of following and adapting administrative processes to meet the service's needs.
3. Experience of providing business support in a busy environment.
4. Demonstrable experience of accurate and timely data input and data management ensuring accuracy and confidentiality.
5. Demonstrable experience of and competency in using standard Office Packages.
6. Experience of acquiring expertise and understanding of a business.
7. Experience of working in an information sensitive environment.

Skills and Abilities

1. Competent in all standard office IT packages e.g. Word, PowerPoint, Excel, IKEN
2. Able to use information systems and databases to record service information and generate reports required by the service
3. Ability to manage a demanding workload and to prioritise tasks to achieve performance targets
4. Ability to communicate effectively in oral and written form with a wide audience including Council staff, members of the public and outside organisations.
5. Ability to identify and undertake rational solutions to complex tasks
6. Actively look for ways of improving services and outcomes for customers.
7. Highly organised with an excellent attention to detail.
8. Strong time management and multi-tasking skills to meet tight deadlines
9. A good team player.

List desirable criteria:

1. Able to use Oracle for processing invoices and billing

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs