

**Job Description: Finance Officer**

Position: Finance Officer

Location: Liverpool, United Kingdom

Salary: NJC Scale PO2 (£37,336 - £40,221)

Contract: Full-time, Permanent

Reports to: Chief Executive Officer

**About Us**

Established in 1973, Vauxhall Community Law and Information Centre, based in Vauxhall, Liverpool provides access to justice to our community on a range of social welfare issues. We support sick and disabled people, those affected by the cut to Universal Credit including people working in the gig economy and on a zero hours contract.

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We give support on a range of legal advice. You can call or email our centre to receive advice in respect of Welfare Benefits and Housing enquiries.

**Role Overview**

The Finance Officer will play a crucial role in ensuring the financial health and stability of the Law Centre. You will be responsible for managing financial records, preparing financial reports, and assisting with budgeting and auditing processes. Your work will support the Law Centre’s operations and fundraising, helping us to deliver essential legal services to our community.

**Key Responsibilities:**

Financial Record Keeping:

* Bookkeeping and maintain accurate and up-to-date financial records.
* Processing invoices, receipts, and payments.
* Reconciling bank statements and monitoring cash flow.
* Maintaining client ledgers where necessary.

Financial Reporting:

* Preparing monthly, quarterly, and annual financial reports and management accounts.
* Reporting on financial performance against budgets and forecasts.

Budgeting and Forecasting:

* Assisting in the development of annual budgets.
* Monitoring expenditure against budgets and prepare variance analyses.
* Supporting the management team in financial planning and forecasting activities.

Compliance and Audit:

* Ensuring compliance with financial policies, procedures, and regulations (including, where appropriate, solicitor’s accounts rules).
* Assisting in the preparation for external audits and liaising with auditors.
* Maintaining records for compliance with funding requirements.

Payroll and HR Support:

* Processing payroll and maintaining payroll records.
* Administering staff expenses and benefits.
* Supporting the management team with financial aspects of recruitment and employment.

Grant Management:

* Monitoring and assisting with the reporting on grant funding.
* Preparing financial reports for grant applications and funders.
* Ensuring compliance with grant conditions and reporting requirements.

Legal Aid:

* Submitting monthly legal aid claims.
* Submitting legal aid payment on account applications.
* Preparing lower value legal aid bills.
* Liaising with external costs lawyers / costs draftsmen.
* Submitting legal aid bills.
* Monitoring and reconciling legal aid payments.

**Person Specification**

Essential:

* Proven experience in a finance or accounting role.
* Strong understanding of accounting principles and financial regulations.
* Proficiency in using financial software and Microsoft Office, particularly Excel.
* Excellent attention to detail and accuracy.
* Strong analytical and problem-solving skills.
* Effective communication and interpersonal skills.
* Ability to work independently and as part of a team.

Desirable:

* Experience working in the charity or non-profit sector.
* Knowledge of UK charity accounting standards (SORP)
* Experience of working in the legal / legal aid sector.
* Familiarity with grant management and reporting.
* Experience with payroll processing.
* Commitment to the values and mission of the Law Centre.