

**Person Specification**

<b>Job Title:</b>	Finance and Operations Manager
<b>Service:</b>	Coram Children's Legal Centre
<b>Reporting to:</b>	Managing Director of Legal Practice and Children's Rights
<b>Salary Range:</b>	£38,000 - £45,000
<b>Work Pattern:</b>	Full-time (although part-time 4 days per week will be considered)
<b>Contract Type</b>	Permanent

**Qualifications, Knowledge, Skills & Experience**

1. Significant experience of managing office systems including data management, developing and maintaining spreadsheets and of using case management systems [E]
2. Experience of financial management in the legal sector including experience of working with legal billing systems [D]
3. Specific experience of legal aid billing systems and processes [D]
4. AAT qualified or equivalent level of accounting knowledge gained through experience [D]
5. Experience working with accounting systems and working understanding of management accounts and reports [D]
6. Financial administration experience in the charity sector including managing and tracking grant funding, feeding into fundraising bids and reporting [D]
7. A working knowledge of the of Solicitor's Accounts Rules [D] or willingness to undertake training and ability to adhere to rigorous procedural requirements[E]
8. Organised, accurate and systematic in approach to work with the ability to prioritise tasks and meet deadlines [E]
9. A flexible, self-directed approach to work and ability to take the initiative and problem-solve in a busy office environment and as part of a team [E]
10. Ability to communicate well verbally and in writing in order to present financial information in a clear and understandable format to non-financial colleagues [E]
11. Significant experience of providing financial and operations support in a position of leadership responsibility [D]
12. Experience of line management [E]
13. Relevant training in, and/or understanding of, data protection laws and regulations [D]
14. Experience of practical implementation of processes and policies within the workplace [E]
15. Experience of implementing health and safety policies [D]
16. Understanding of, or experience working within, legal regulatory and compliance frameworks such as the Legal Aid Agency, Solicitors Regulation Authority, Office of the Immigration Services Commissioner (OISC) and Lexcel quality standard [D]
17. Excellent computer skills and knowledge of Microsoft applications, particularly Excel and an ability to quickly and effectively master new software packages [E]

## Behaviours and Values

- 18. A commitment to children's human rights and support for CCLC's aims [E]
- 19. A positive approach to building excellent relationships [E]
- 20. Ability to work independently and on own initiative [E]
- 21. Calm and resourceful with the ability to respond effectively and positively to pressure [E]