

“..exceptionally high standards in terms of training and developing its people”

Lexcel assessment report 2007



Finance Manager

Norwich (occasional travel to London and Diss)

About us

Steeles Law is a fresh, forward looking firm of Solicitors with offices in Norwich, London and Diss. We act for a mix of individuals, corporate organisations, families, charities, local authorities and government departments in the UK and abroad. Our key specialisms are employment, immigration, company commercial, private client, property, public law, litigation and media. We pride ourselves on balancing the needs of a professional and innovative commercial organisation with the culture of being a great and creative place to work with a respect for the home lives of our people.

About the role

Due to retirement, we are currently seeking an innovative, proactive finance professional to lead our finance team and ensure that the firm complies with all legal and regulatory requirements. You will report directly to the Managing Principal and be heavily involved in strategy, driving our business forward and acting as a business partner to our fee-earning teams.

Your key responsibilities will be to:

- Provide full accountancy services to the firm including management accounts, financial projections, credit control and cashflow management.
- Take a lead role in preparing the annual budget and oversee the annual business plans.
- Ensure company and client accounts are maintained accurately and comply with the Solicitors Accounts Rules and auditor requirements.
- Encourage fee earners to utilise financial data as a tool to monitor and improve business performance and provide coaching on financial best practice.
- Provide proactive tax advice to partners and the business.
- Provide statistical information including monthly financial reports and end of year reports.
- Oversee a team of 6 finance specialists and supervise the credit control and cashiering function.
- Attend management and partner meetings; presenting information and reports where requested.

About you

Ideally, you will have a recognised accountancy qualification, excellent management skills and at least 3 years in a similar role in a law firm. You will be keen to maximise the contribution of the finance team to the firm, challenge existing practices and make things happen. Gravitas and strong people management skills are essential. Candidates with experience in a professional services or fee-earning organisation or with experience of AIM would be of particular interest although this is not essential.

www.steeleslaw.co.uk/careers.aspx

Steeles is committed to recruitment and progression on merit and employing a diverse workforce.