



Candidate Information

Finance Assistant

FA-10-23

October 2023



Lexcel



Foreword from Director

Thank you for your interest in joining the Law Centre team.

The Law Centre (LCNI) is a regional not-for-profit that works across all communities in NI in fulfilment of our vision that we all live in a more just and equal society. LCNI's mission is to use the law to change people's lives. The Law Centre's legal work spans social security, asylum, immigration, trafficking and employment law. In 2021, the Law Centre was winner in the Regional Legal Aid Firm/Not for Profit category in the Annual Legal Aid Lawyer of the Year Awards.

Law Centre NI is part of the Law Centre Network.

If you are self-motivated with the skill, attention to detail, commitment and ability to work effectively in a multi-disciplinary team, we'd love to hear from you.

The successful candidate will join our Finance and Business Services Team.

The Law Centre's work is deeply rewarding and Law Centre provides excellent professional development opportunities.

We look forward to hearing from you.

Ursula O'Hare
Director

About Law Centre NI

Established in 1977 as a community law centre for the Belfast area, in the 1990s, LCNI expanded its services to cover the whole region. LCNI uses a blend of legal, policy and education tools to work for social justice, with a focus on strategic litigation that brings about wider social change.

LCNI is a regional second-tier referral agency for the advice sector and also provides assistance to the public in social welfare law. Law Centre provides free legal advice and casework. The Law Centre provides training and information support to the advice network. This includes professional development training and webinars, Adviser Network Meetings, the *Annual Social Security Law Conference* and legal information resources. LCNI also produces public legal information resources so that everyone understands their legal rights. Through our policy research and advocacy, we seek to secure progressive change to law and policy, grounded in the direct

experience of our clients. We work in partnership across the voluntary sector in NI to advocate for progressive social change.

LCNI is Lexcel-accredited and regulated by the OISC.

As a charity, LCNI is registered with the Charity Commission NI and is governed by a Board/Management Committee, all of whom give their time and expertise freely in support of LCNI's mission.

General Candidate Information

This is a permanent part-time post, subject to ongoing funding. The post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms. LCNI will also consider requests for flexible working arrangements.

Holiday entitlement is based on 24 days annually, building to a maximum of 30 days (pro rata). This is in addition to 14 statutory and other days. The leave year runs from April – March and is calculated pro rata for part time staff. The successful candidate will be expected to take up post as soon as practicable. The successful candidate will be subject to a probationary period of six months which may be extended in accordance with LCNI policy.

Normal office hours are 09.00 – 17.00 with one hour lunch break. Law Centre is located at Queen Street Belfast BT1 6ED.

Application Process

CLOSING DATE: Wednesday 18th October @ 4pm

INTERVIEW DATE: Friday 27th October 2023

Please note the following important information about the application process:

- Please complete the application form fully. CVs are not accepted;
- Please ensure that you give examples that demonstrate how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;

- Please return your application form as a Word Document by email to the email address specified in the application form;
- Applications received after the closing date will not be considered;
- In addition to the essential criteria, LCNI reserves the right to also shortlist against desirable criteria.

Role Description

Job Title:	Finance Assistant FA-10-23
Job Purpose:	To assist the Head of Finance & Business Services in the effective management and administration of finance within the Law Centre NI. To provide an effective support service to all internal and external financial stakeholders ensuring that financial information is provided in a timely manner.
Location:	Law Centre NI, Westgate House, 2-4 Queen Street, Belfast
Salary:	Scale 5: SPC 12-17, commencing at £22,183 - £24,491 (Pro Rata) + 5% employer pension contribution
Post:	14 hours per week (Tuesday and Thursday 9am-5pm preferred)
Report to:	Head of Finance & Business Services
Contact with:	Law Centre staff Members and subscribers Funders and customers Suppliers and HMRC

MAIN DUTIES

1.0 FINANCIAL:

1.1 To be responsible for ensuring that all financial transactions are dealt with in accordance with LCNI policies and procedures and comply with relevant accounting standards and statutory requirements including VAT.

1.2 Working across multiple funding streams, be responsible for accurately apportioning and recording all financial transactions onto the computerised accounting system in a timely manner, ensuring information is readily available to assist in the preparation of management accounts and budgets.

1.3 To be responsible for maintaining the purchase ledger, to include managing all supplier accounts and updating records as required. Preparing regular supplier

payments, ensuring that all expenditure has been properly incurred, that adequate documentation is in place, and that payments are sent out in a timely manner.

1.4 To be responsible for maintaining the sales ledger, to include managing all customer accounts and updating records as required. Promptly issuing sales invoices in respect of training, annual memberships, and legal income.

1.5 To be responsible for administering the petty cash and for preparing all lodgements

1.6 To ensure all monies due are promptly received and to carry out regular credit control procedures.

1.7 To assist in the preparation of funding claims and collating verification documentation for both funders and audits as required.

1.8 Assist with preparation of payroll as required.

2.0 LEGAL FINANCE

2.1 To accurately record all transactions in respect of client funds and maintain client bank accounts in accordance with SAR regulations.

2.2 To assist the legal team in preparing legal aid costs and co-ordinating the billing of legal work.

2.3 To monitor and record all legal aid income as notified through the LAMS system and to assist with queries in respect of legal aid costs.

3.0 MEMBERSHIP & STAKEHOLDER DEVELOPMENT

3.1 Develop and maintain effective relationships with LCNI members and other external stakeholders.

4.0 PROFESSIONAL DEVELOPMENT

4.1 Identify training and professional development needs, in consultation with line manager and source appropriate support.

4.2 Work collaboratively and promote effective knowledge sharing across the organisation that supports the achievement of its overall mission and objectives.

4.3 Role model LCNI's values in delivering its vision and mission

5.0 OTHER DUTIES

5.1 Undertake such other duties as may be required from time to time.

*Note: this Role Description will be subject to review from time to time in line with the changing needs of the organisation

(October 2023)

Person Specification – Finance Assistant – FA-10-23

	Essential	Desirable
Qualifications, Knowledge and Experience	<p>*E1 Minimum 3rd level qualification in accounting/bookkeeping or equivalent and minimum of two years' experience working within an accounting/bookkeeping role within a finance department/team</p> <p>OR</p> <p>at least 5 years' experience working within an accounting/bookkeeping role within a finance department/team</p> <p>*E2. Minimum of 2 years' experience using a computerised accounting system</p> <p>*E3. Experience of providing credit control.</p>	<p>*D1 Experience of processing payroll</p> <p>*D2 Experience of working within a finance role in a legal and/or charity organisation</p>
Abilities & Skills	<p>E4 Skilled in the use of Microsoft Excel spreadsheets</p> <p>E5 Ability to develop and maintain good working relationships with stakeholders</p> <p>E6 Effective team working skills</p> <p>E7 Ability to organise, prioritise and meet challenging deadlines</p>	

Aptitudes & Commitment	E8 Self-motivated and open to self-reflection and growth E9 Commitment to the values and aims of the Law Centre	
Circumstances	E10 Willingness to work flexibly on occasion as may be required	

*Will be assessed at sift stage