

# Recruitment Pack

## Assistant Finance Manager



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📍 Coventry/Birmingham

## Dear Candidate

I am delighted that you are considering joining the Central England Law Centre team. This recruitment pack includes all the information you will need to make your application and also to provide you with some information about the Law Centre. You can also find more information about the work of the Law Centre on our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)

You will be joining us at an exciting time of our growth and development. You will see in this pack that we have provided you with an infographic which explains our vision and the three different parts of our strategy: people, partnerships and policy.

Working at the Law Centre is a brilliant opportunity to not only use your existing skills and experience but gives you an opportunity to develop your skills further with our clients, our partners and being involved with policy work. Working at Central England Law Centre is immensely rewarding and you will work with a team of dedicated colleagues.

We provide training and support and a comprehensive induction programme to help you settle into your role. Our terms and conditions ensure that you have a good work life balance, company sick pay after a qualifying period, enhanced maternity leave pay, excellent annual leave allowance and a flexible approach to staff working in general.

We value diversity and warmly encourage applications from disabled and LGBTQIA+ people, candidates who share lived experience with our clients, and people from black, asian, and minority communities. If you require any adjustments to assist you in making your application or at interview (if you are shortlisted) please let us know. We want to make sure that everyone has an equal opportunity to apply for our roles. We look forward to receiving your application. For more information please contact [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk)

Best wishes

*Elayne Hill*

Chief Executive



### A fairer, more just society

Central England Law Centre is the UK's largest Law Centre. Our size enables us to provide legal expertise across eight different areas of social welfare law including: discrimination; employment; health and social care; housing; immigration and asylum; public law; and welfare benefits. This means that we can offer services that can address all of the interconnected problems people face in their everyday lives.

Our services are rooted in the communities we serve and we are an organisation that uses its legal expertise to improve the lives of those who are often vulnerable and socially excluded due to poverty, illness or disability.

The Law Centre is a charity employing solicitors and advice workers. We currently employ 81 people across our two offices in Coventry and Birmingham. We receive funding from a variety of Foundations and Trust Funds and also from Coventry City Council for our work in Coventry. We hold a legal aid contract with the Legal Aid Agency in housing, community care, public law, family, welfare benefits (in the Upper Tribunal), immigration and asylum. We offer specialist advice, representation and advocacy and our aim is to use the law to seek change. We take on test cases that may well have an impact beyond the actual case fought. As well as our core advice and legal casework service we deliver a range of projects in partnership. We currently have projects for example with local universities, women's organisations, homeless charities, refugee support organisations and a GP surgery.

The Law Centre is a member of the national Law Centres Network. It is governed by a board of trustees, who are the Directors of Central England Law Centre - a company limited by guarantee. The Trustees meet monthly to monitor the Law Centre's work and give guidance on policy and direction. The Law Centre employs a chief executive officer (CEO), solicitors, caseworkers, admin and reception staff. Staff are organised into teams with a team head to lead and manage them. The CEO is responsible to the Trustees for the running of the Law Centre and advises them on policy issues. Each team covers one or two areas of law. Staff generally work in only one team but we recognise that many cases cross boundaries and staff therefore need to be able to work closely with other teams where their expertise are required. You can find out more about the Law Centre by looking at our website [www.centralenglandlc.org.uk](http://www.centralenglandlc.org.uk)



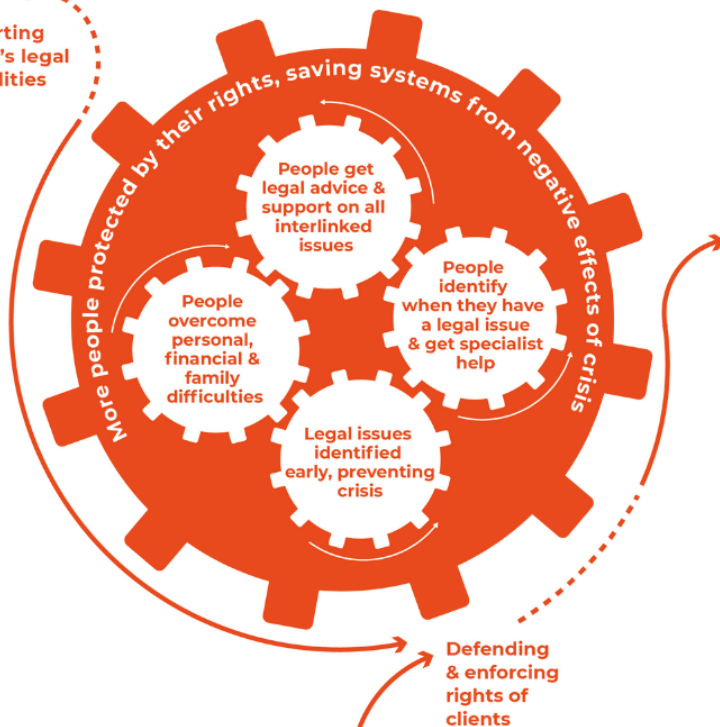
# Embedding rights in the community

In 2022 the law centre refreshed its organisational strategy, developed with staff and trustees following the Covid-19 pandemic and cost-of-living crisis. Our rights in the community strategy sets out our vision of a fairer, more just society in which an understanding of rights and their power is embedded within communities.

The key driver for our approach and the biggest volume of our activity will always be our work with individuals to ensure more people are protected by their rights and to build their understanding of where they can use legal rights to protect themselves in the future.

## People

Supporting people's legal capabilities



## Partnership

Developing relationships & collaborative action



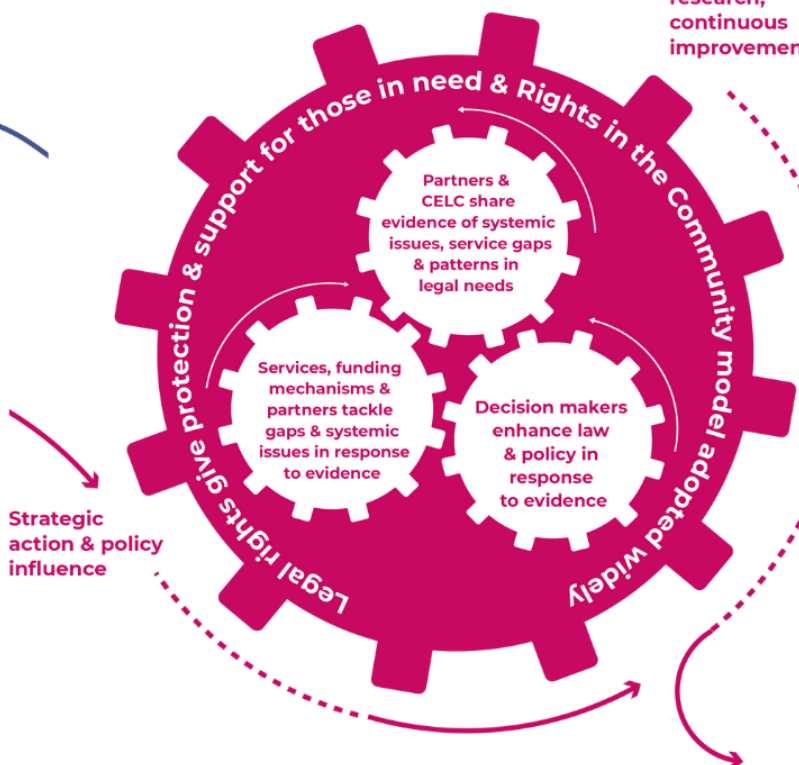
We build alliances with organisations, pooling evidence of service gaps and patterns in clients' needs and using it as the basis of our activity and collaborative campaigns.

We take strategic action at a local, regional and national level to influence change in policy and legislation, ranging from strategic litigation, membership of local statutory steering groups, boards and advisory bodies through to the work of the Strategic Public Law Clinic, work on national campaigns and responding to calls for evidence.

We work alongside our strategic partners so that we can better understand the challenges and issues that local communities face. We share our legal expertise and in close partnerships with other community-focused services we help to place legal rights at the heart of their work and to activate a rights-based approach in their support.

## Policy

Evidence, research, continuous improvement



**Job Title:** Assistant Finance Manager

**Reports to:** Finance Manager

**Location:** Coventry

**Hours:** Full-time (37 hours) or Part-time considered

**Salary:** Up to £34,655 (depending on experience)

## **Purpose:**

The Assistant Finance Manager (AFM) provides support to the Finance Manager (FM) by assisting with financial operations, budget preparation, and financial reporting. They also contribute to strategic financial planning and ensure compliance with regulations. If the FM is absent, the AFM will provide cover for most aspects of the FM's work.

The successful candidate will be subject to an basic DBS check.

## **Responsibilities**

Working alongside other members of the Law Centre, the Assistant Finance Manager will:

- **Financial Planning and Budgeting:** Assisting the FM to Develop and manage the annual budget, working closely with the senior management team and department heads. Prepare and present regular budget variance reports. Conduct financial forecasting and scenario planning. Monitor income and expenditure against budget.
- **Financial Reporting and Compliance:** Assisting the FM to prepare and present accurate and timely financial reports, including monthly management accounts, annual financial statements, and reports for trustees. Ensure compliance with all relevant accounting standards (e.g., SORP), tax regulations, and charity law. Manage the annual audit process and liaise with external auditors. Prepare and submit statutory returns, including VAT returns. Maintain accurate financial records.
- **Cash Flow Management:** Assisting the FM to monitor and manage cash flow, ensuring sufficient funds are available to meet operational needs. Prepare cash flow forecasts and reports. Manage banking relationships and optimize cash management processes. Maintain Client Account and prepare monthly bank reconciliations

- **Financial Controls and Risk Management:** Assisting the FM to implement and maintain strong financial controls to safeguard the organisation's assets. Identify and mitigate financial risks. Ensure compliance with internal financial policies and procedures. Develop and implement appropriate financial systems to facilitate financial management for the Law Centre.
- **Payroll and Accounts Payable/Receivable:** Assisting the FM in payroll processing, ensuring accuracy and compliance with employment regulations, including National Living Wage and pensions. Manage accounts payable and receivable processes. Ensure timely and accurate processing of invoices and payments. Oversee the financial aspects of managing Legal Aid Agency contracts
- **Grant Management:** The AHOF will assist in grant management to monitor and report on grant income and expenditure. Ensure compliance with grant conditions and reporting requirements. Prepare financial reports for funders. Comply with fund accounting reporting requisites. Support staff in the preparation of funding applications.
- **Legal Aid Agency Contracts:** Monitor and understand all billing in relation to Legal Aid Agency work and produce monthly performance figures. To be aware of the Legal Aid Agency Billing Procedures. To monitor and report on Legal Aid work in progress balances to heads of legal departments and senior management. Provide cover Legal Aid Agency billing clerk when absent.

### General

- Demonstrate commitment to the vision, mission, and aims of Central England Law Centre
- Abide by policies and procedures as set out in the office manual and staff handbook
- Attend staff meetings and external meetings, and seminars when necessary.
- Contribute towards the effective daily running of the Law Centre
- Any other task reasonably required within the context of this post

## Experience

- Experience of producing accounts up to trial balance
- Experience in the production of management accounts
- Experience in preparing budgets and cash flow forecasting
- Experience of working in the charity sector (desirable)

## Knowledge and skills

- Qualified as Accounting Technician or equivalent
- Full understanding of double entry bookkeeping
- Proficient in the use of modern computerised accounting systems, (Quickbooks)
- Experienced in the use of spreadsheets, preferably Microsoft Excel
- Understanding of Corporation Tax, VAT and payroll matters.
- Experience of using word processing software, preferably Microsoft Word
- Ability to analyse data and produce reports relating to it
- Excellent administrative skills

## Personal attributes

- Self motivated. Able to work independently on own initiative and able to organise workload to meet deadlines
- Concerned with attention to detail and to ensure accuracy of record keeping
- Good oral and written communication skills
- Ability to work constructively as part of a team
- Assertive and confident
- Commitment to and understanding of the aims and objectives of the Law Centre
- Understanding of the importance of confidentiality in a Law Centre environment
- Commitment to Equal Opportunities
- Non-judgemental attitude



### To apply for the post you will need to provide

- A completed Assistant Finance Manager form (link on our website)
- An up-to-date CV which should include the names and addresses of your referees
- A covering letter of no more than two sides of A4 which should include:
  - Please describe how your skills, qualities and experiences will allow you to meet the requirements set out in the Job Description. Where possible, provide examples (which could be from a professional, voluntary or personal context) which demonstrate those skills, qualities and experiences
  - Please describe how have you used your financial expertise—whether in budgeting, payroll, reporting, IT systems, —to improve processes, support decision-making, or deliver impact? Please include specific examples where possible
- A completed equality and diversity form (section 3 and 4 of the Assistant Finance Manager form)

Please email your completed application to [recruitment@centralenglandlc.org.uk](mailto:recruitment@centralenglandlc.org.uk).

Please do not submit any additional papers. We will only consider the information in the CV and personal statement.

We really want you to give you an opportunity to demonstrate your abilities and skills. We therefore strongly suggest that you pay particular attention to the job description and person specification when completing your application.

We will confirm receipt of your application by email. We will then shortlist applications and successful applicants will be contacted by email and telephone and invited for interviews.

The deadline for this role is 10am on 11<sup>th</sup> September 2025.

Interviews will commence week beginning 22<sup>nd</sup> September 2025.



Please let us know of any arrangements we may need to make to enable you to attend for an interview. Our Coventry office is wheelchair accessible and has disabled toilet facilities, If you are attending an interview at our Birmingham office please let us know whether you need any assistance prior to coming to your interview.

The interview will last for approximately one hour. The interview panel usually consists of two people which would normally include the relevant team head. You may be asked to provide a short presentation or complete a written test. If this is the case you will be notified prior to your interview and provided with any further information. We will take up references only after interview. We require references from two people who will be able to comment on your suitability for the role. Usually, one should be your previous employer.

We monitor our selection process for compliance with our statement of commitment to equal opportunities.