

Company Introduction

Williamsons Solicitors is a highly successful business with over extensive experience of providing a quality service to its clients. Our main office is in Hull with branch offices in Beverley, Driffield, and Bridlington making us one of the largest law firms in the East Riding of Yorkshire. Alongside our local expertise and knowledge, we also have many country wide clients.

Our success has been built on the quality of the service we provide to our clients and the knowledge, experience and dedication of our valued workforce.

We are now looking to appoint a Financial Controller to take responsibility for the financial health of the company, producing financial reports and developing strategies based on financial research that will help guide the Board of Directors in making sound business decisions.

Job Description

As Financial Controller, you will be reporting to the Board of Directors and have line management responsibility for our accounts team as well as having a close working relationship with all our department heads.

Your responsibilities will include the preparation of timely, accurate monthly management accounts and other appropriate financial information which you will present at the monthly management meeting to the company directors.

You will lead the finance team and take responsibility for the financial control of commercial operations within the business and manage your own, and the team's, day-to-day activities. You may also be required to work closely with various members of the senior management team on ad hoc projects. In essence, the role will encompass aspects of accounting, finance strategy and leadership

Responsibilities

- Production of monthly management accounts and reports with strict adherence to company policies and timetables
- Responsible for processing the companies' monthly payroll
- Responsible for a whole range of statutory issues ranging from HMRC liaisons, VAT, PAYE, P11d's P32's, pension schemes.
- Preparation and submission of quarterly VAT Return, when required
- Maintain an in-depth understanding of the key drivers of the business to derive clear and succinct analyses of the ongoing financial performance of operations
- Leading and coordinating the annual external audit
- Preparing and monitoring performance against forecasts and budgets
- Treasury oversight in ensuring effective management of working capital
- Providing analysis and strategic insight to senior management on a proactive and as-requested basis
- Develop and document business processes and accounting policies to maintain and strengthen internal controls
- Leading, mentoring, and providing clear guidance to your team
- Building and nurturing relationships with key internal and external parties including banks, auditors, and legal counsel
- You will be expected to take up the role of Compliance Officer Finance Administration.
- Identify opportunities to develop better working practices for the company to achieve its potential
- Excellent knowledge of Excel

Systems used

Tikit Partner 4 Windows

Microsoft Office

Skills needed to fill the role

- You will have accountancy / business management experience
- Strong focus on controls and processes and high attention to detail
- An awareness of the Solicitors Accounts Rules and a willingness to learn additional detail is required
- Up-to-date technical skills for preparing statutory accounts
- The ability to work closely with internal and external stakeholders
- Strong written and verbal communication skills for engaging with business partners and ensuring processes are being followed
- Commercially minded with project management experience developing systems and processes
- Free thinker and able to influence change, make independent decisions and challenge senior opinions whilst maintaining positive working relationship
- Expert knowledge of Excel
- Excellent interpersonal skills

Experience:

- Accounting: 3 years
- Knowledge of Solicitors Accounts

In Summary

- An exciting role to develop, and to influence change
- Excellent opportunity to progress within the business
- A competitive salary commensurate with experience
- Full Time, permanent 35 hours per week Monday to Friday