

Director of Finance

Salary: £90-95k plus benefits

Location: London

Contract: Permanent, Full-time

Gray's Inn is one of the four Inns of Court which have the exclusive right to call men and women to the Bar of England and Wales. For more than six hundred years, Gray's has been home to a community of extraordinary individuals. Generations of Members have honed their craft here, standing up for truth and justice with fierce independence. Our members' talent, dedication and bravery has shaped, and continues to shape, the evolution of the rule of law.

We are a collegiate body, welcoming and inclusive, where a Bar student in their first week is as much a member as is the Lord Chief Justice. We work together with the other Inns to determine the future direction, quality, and ethos of legal education. We also own a commercial estate that provides essential income for our charitable activities.

We are seeking a Director of Finance to lead the accounts department to ensure that all the financial matters are managed effectively and oversee Risk Management, Information Technology, Governance and Human Resources. This is a unique opportunity for a successful candidate to play a crucial role in the life and work of the Inn.

Key roles and responsibilities:

- Prepare and manage statutory accounts for the Inn and submit all the required statutory and regulatory returns.
- Prepare and control budgets, manage all banking relationships and deal with all taxation matters.
- Act as Secretary for the Trusts and as Data Protection Officer for the Inn ensuring all legal requirements are complied with and the Inn has a robust and secure IT infrastructure.
- Responsible for key contracts including Catering, Insurance, IT and HR involving the appointment of suppliers, contractual negotiation and day to day management.

Some of the Key competencies and skills:

- Qualified member of a recognised accountancy professional body.
- Confident in presenting papers to Committees comprising members of the senior judiciary and barristers.
- Experienced in the preparation of charity and other accounts.
- Experienced in setting budgets, monitoring actual performance against budgets and monitoring cash flow.
- Knowledge of accounting for investments and simple treasury management.
- Working knowledge of PAYE administration, VAT, income tax and corporation tax.
- Experience of procurement processes and contract negotiation with key suppliers.
- Managerial experience particularly over areas other than Finance.

Please apply by visiting www.thewlisgraham.com/assignment-briefings and following the instructions in the candidate brief quoting reference AA0101. The closing date is 4pm on 8 March.

For a confidential conversation with Sarah Thewlis or for any other information please email applications@thewlisgraham.com