The Council of the Inns of Court

Job Description & Person Specification

Finance Officer – 0.5FTE

The Council of the Inns of Court

The Council of the Inns of Court (COIC) is a charity with the object of advancing education in the administration and practice of the law, by promoting high standards of advocacy and by enforcing professional standards of conduct amongst barristers. COIC advances the former through the activities of the Inns of Court College of Advocacy (the ICCA) and the latter through the work of the Bar Tribunals and Adjudication Service (BTAS).

The Inns of Court College of Advocacy

The ICCA delivers a not-for-profit postgraduate Bar Course which features innovative admissions policies to attract a diverse cohort of students, and provides high-quality CPD, education and training materials to practising barristers.

The Bar Tribunals and Adjudication Service

BTAS administers Disciplinary Tribunals, Fitness to Practise and other hearings for barristers. BTAS does not investigate or prosecute alleged misconduct itself, but instead it performs the vital role of ensuring the fairness and independence of the hearing process.

The Role

The Finance Officer will play a key role in supporting the development of COIC's new in-house finance function. Working closely with the Finance Director, the postholder will be responsible for the efficient processing of financial transactions, maintaining accurate financial records and providing high-quality support to colleagues across COIC, ICCA and BTAS. This is a varied and dynamic role that will require collaborative working with colleagues across the organisation to help facilitate the successful delivery of our priorities.

Key Responsibilities:

Purchase Ledger & Payments

- Process supplier invoices and ensure appropriate authorisation;
- Prepare weekly supplier payment runs;
- Maintain supplier records and respond to supplier queries.

Sale Ledger and Income

- Raise invoices for student fees, grants and other income;
- Monitor outstanding debtors and follow up overdue payments.

Financial Administration

- Perform bank and credit card reconciliations;
- Maintain accurate accounting records within Xero;
- Support month-end, quarterly and year-end processes;
- Provide administrative support to the Finance Director.
- Any other reasonable duties as required.

Reporting & Support

- Assist with budget monitoring and reporting;
- Prepare routine reports and supporting schedules;
- Support external audit requirements.

Person Specification:

Essential

- AAT Level 2 or 3 accounting qualification.
- Good numerical skills and strong attention to detail.
- Experience using accounting software such as Xero, QuickBooks or similar.
- Good Microsoft Excel and spreadsheet skills.
- Organised approach with the ability to manage competing priorities.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a small team.

Desirable

- Experience working within a charity or not-for-profit organisation.

The Contract

COIC is seeking to appoint the Finance Officer on a part-time permanent basis.

There will be a three-month probationary period.

- Salary £35,000 FTE per annum, depending on skills and experience;
- 25 days paid holiday plus bank holidays PA, pro-rated for part-time roles;
- Flexible working arrangements;
- Generous Defined Pension Contribution by the employer (after 3 months);
- Private Health Insurance (after completion of probation);
- Death in Service Benefit.

Location: COIC is based at 9 Gray's Inn Square, London WC1R 5JD.

We offer flexible hybrid working, with an expectation that employees spend a minimum of 50% of their time working from the office.

COIC values equality and diversity and is committed to ensuring its processes and procedures are fair, transparent and free from unlawful discrimination.