



	<p>Job Description- Business Manager (Company Secretary and COFA)</p>
About the Firm	<p>Able to trace its roots back more than 250 years, Wace Morgan offers high quality legal services to the people and businesses of Shrewsbury and beyond. Now one of the largest law firms in Shrewsbury, Wace Morgan provide a wide spectrum of legal advice including:-</p> <ul style="list-style-type: none"> • Traditional High Street activities such as Conveyancing and Private Client work • Commercial Property advice • Specialist Child Care and Matrimonial • Innovative Injury and Employment claims including Military Law <p>The firm operates from modern offices in the centre of Shrewsbury. Significant investment and a willingness to embrace technology enables the firm to service clients throughout the country.</p>
Location	Based at 21 St Marys Street, Shrewsbury, SY1 1ED
Hours of work	Monday to Thursday 9:00am to 5:30pm and Friday 9:00am to 5:00pm totalling 37 hours per week
Responsible to	The Directors
Reports to	The Directors
Contractual status	Permanent
Summary of role	<p>The Business Manager role is a senior position providing strategic and hands-on advice and assistance to the Directors of Wace Morgan. The Business Manager demonstrates significant commitment to this role to ensure the duties summarised below are completed in a timely manner.</p>
Key Responsibilities and Task Summary	<p>Individual Responsibilities (Financial, Governance and Compliance)</p> <p>Financial responsibilities</p> <ol style="list-style-type: none"> 1. As the appointed Compliance Officer for Finance and Administration (COFA) be responsible for ensuring that the Firm is fully compliant for all the regulatory requirements of the Code of Conduct Act 2011 – Outcome Focused Regulations and the Solicitors Accounts Rules 2019.

	<p>See attached COFA Job Description, which is contained in the Office Manual.</p> <p>2. Be responsible for the following:-</p> <ul style="list-style-type: none">• Planning, implementing and controlling financial activities of the Firm. Collecting, interpreting and reviewing financial information• Predicting future financial trends• Be responsible for reviewing and developing the Business Plan and Strategy annually for Directors consideration.• Drafting, reviewing, monitoring and managing the budgets; 2 years hence• Reporting to the management, and providing advice how the company and future business decisions might be impacted• Developing strategies that work to minimise financial risk• Preparing and monitoring Cash Flow predictions• Prepare monthly Management Accounts and budget variance analysis.• Assist the accountants in the preparation of the accounting information of the quarterly and year-end Management Accounts including actual V budget including variance analysis. <p>3. Be responsible for managing the continued implementation and development of the Proclaim Case and Practice Management System, that fall within the financial and compliance functions.</p> <p>4. To be responsible for reviewing and monitoring individual staff pay rises during the financial year, but also manage the annual salary reviews for all staff, which forms part of the annual budget preparation for the Firm.</p> <p>5. Responsible for managing the following financial processes:-</p> <ul style="list-style-type: none">• Ensuring that all staff are paid accurately and within the terms of the Employment Contracts, with the assistance of the HR Officer.• Monthly PAYE & NI returns – Monthly reconciliation of nominal accounts and payment of PAYE + NI.• Quarterly VAT returns – Reconciling the payment to the nominal accounts• Verifying the monthly bank reconciliations for Client and Office Bank Accounts <p>6. Responsible for managing the HR Officer in the monthly processing of staff salaries, ensuring that the adjustments are correct prior to forwarding on to the Payroll Agency, checking and verifying the pay slip's and the journals to post on the account nominals for the PAYE liabilities and Auto Enrolment Pensions at the month and year-end.</p> <p>7. Responsible for with the assistance of the Firm's IFA for reviewing the Auto Enrolment Pension Scheme, ensuring that the Firm is compliant within the regulations of the Scheme and the management of the Salary Sacrifice Scheme.</p>
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	<p>8. Responsible for the monitoring and management of the Directors Loan Accounts, distribution of Dividends and quarterly interest as relevant.</p> <p>9. Be responsible for the reviewing the Death in Service assurance provision for all staff under the employment contract obligations.</p> <p>10. Be responsible for the regular review of banking services for the Firm, ensuring quality of service, optimum interest rates and value in terms of banking charges.</p> <p>11. Be responsible for the support and supervision of the Cash Office.</p> <p>Compliance responsibilities and Risk Management</p> <p>1. Assist the Managing Director/COLP and Compliance Committee in adhering to the all compliance requirements under the following legislation and accreditation schemes:-</p> <ul style="list-style-type: none">• Solicitors Regulatory Authority Code of Conduct (OFR)• Proceeds of Crime Act 2002• Terrorism Act 2000• Money Laundering, Terrorist Funding and Transfer of Funds (Information on the payer) Regulations 2017 (MLR)• Solicitors Accounts Rules 2019• Other appropriate regulatory bodies• ISO9001:2015/LQS• Lexcel• CQS• Legal Aid Agency <p>2. Assist in the review of managing the Office Manual; prepare Policies, Procedures and templates in line with regulatory, statutory and compliance requirements. Assist in the drafting of Policies and Procedures, when required.</p> <p>3. Assist the MLRO with the implementation of the Money Laundering, Terrorist Financing and Transfer of Funds Regulations 2017 and Proceeds of Crime Act 2002.</p> <p>4. To assist the Compliance Officer and Compliance Committee in the implementation of Quality Standards and Compliance as set out under the requirements of ISO9001:2015/LQS, Lexcel, CQS Standards, Code of Conduct or other regulatory legal framework. To assist in the monitoring, review, implementation and continuous improvement of the quality management systems, ensuring that risk management and regulatory compliance is adhered to in addition to high quality legal service provision.</p> <p>5. Assist the COLP and Complaints Officer in the administering the complaints and claims management, taking minutes and reviewing the data.</p>
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	<p>6. Through training and other means, to keep fully up-to-date with relevant legislation and practice.</p> <p>7. Responsible for the preparation of external audits in relation to Regulatory and Statutory compliance including HMRC audits relating to PAYE and VAT.</p> <p>Governance responsibilities</p> <p>1. To attend Directors meetings, provide monthly business updates, draft minutes, agendas and communicate decisions within the area of delegated authority from the Directors and as appropriate.</p> <p>2. To contribute to the continuing evolution and development of the Firm.</p> <p>3. Assist the Managing Director in the Development Reviews of the Central Support Team (Admin, Cash Office, Reception)</p> <p>4. To contribute to the processes, applications, renewals and governance is adhered too on the following activities:-</p> <ul style="list-style-type: none"> • Annual review and renewal of any relevant insurances such as Commercial Office and Claims Assist Insurance • Annual practicing certificates through the bulk renewal process • Property and equipment renewals – Only Financial involvement • Quarterly financial reporting to the Firm’s Bankers • Quality Accreditation Scheme i.e. CQS, Lexcel and LQS • Work with the accountants to ensure that Companies House disclosures are completed and filed with the Companies House. <p>5. Be responsible for the governance of Wace Morgan Limited, SRA Authorisation and regulation, Practicing Certificate, Companies House and Directors Tax affairs.</p> <p>6. To maintain good professional working relationships with external institutions and organisations.</p> <p>7. To assist the Directors in any other work function which is not detailed in the Job Description as business need requires.</p>
<p>Mandatory Compliance Training</p>	<p>The candidate will be responsible for ensuring they complete all mandatory training within the timeframe as suggested by the Directors and Compliance Committee</p>

Statutory Obligations and Quality Assurance	<p>Statutory Obligations</p> <ul style="list-style-type: none"> ➤ Solicitors Regulatory Authority (SRA) ➤ Proceeds of Crime Act ➤ Terrorism Act ➤ Money Laundering, Terrorist Funding and Transfer of Funds (Information on the payer) Regulations (MLR) ➤ Solicitors Accounts Rules ➤ The Data Protection Act 2018 (GDPR) ➤ Other appropriate regulatory bodies <p>(Please refer to the Intranet for the specific statutory obligations)</p> <p>Quality Assurance</p> <p>To undertake any specified responsibility and to be familiar and comply with the requirements of any quality assurance programmes such as Lexcel, Lawnet or accredited schemes</p>
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Person Specification

	Essential	Desirable
Qualifications	Accountancy qualification such as AAT.	
Experience	Previous Senior Management experience within a Law Firm or similar Professional Practice.	
Knowledge	Excellent IT skills, particularly Word, Excel and Outlook	Case Management experience, in particular Proclaim.
Skills	An effective communicator both orally and in writing, having a good command of written English.	
Personal Attributes	<p>Smartly dressed and professional in appearance at all times</p> <p>Pleasant but confident and assertive manner in dealing with colleagues and clients.</p>	

	<p>Tact, integrity, maturity and resilience are essential qualities.</p> <p>Collaborative</p> <p>Personally credible</p> <p>Role model</p> <p>Skilled influencer</p> <p>Driven to deliver</p>	
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