



# Position Description – Finance & Office Manager

March 2022

## 1 About Prolegis Lawyers

Prolegis Lawyers is a leading Australian law firm providing specialist legal services exclusively for charities, not-for-profits and philanthropy. Our purpose is to help enable and accelerate the work of the people and organisations in these sectors.

Our clients include both Australian and international organisations and include organisations and individuals directly involved in this work, as well as their other advisors, companies (public and private) and individuals who have an interest in the sector.

Our people have a personal commitment to the sector and continue to serve in various leadership, advisory and other volunteer roles in charities, not-for-profits and philanthropy.

Our offices are in Sydney and Melbourne.

## 2 Position Summary

Job Title: Finance & Office Manager

This is a new position for a full time Finance & Office Manager in our **Sydney office**. Applicants for a part-time position will also be considered with the required experience.

The responsibilities of the role involves:

Accounting and Finance

- Advising the practice leaders in relation to the financial health and performance of the firm in order to support decision making and a 'no surprises' status concerning financial and other compliance matters;
- Preparation of monthly management accounts, including reconciliations of bank and credit card accounts and other key general ledger accounts and reviewing and advising on variations from the firm's budget;
- Preparation of annual financial reports;
- Trust accounts management, reporting and compliance;
- Monitor bank account movements for fraudulent activity;
- Prepare and update cash flow projections and other budgets and undertaking corresponding analysis and reporting thereon;
- Tax Compliance, including preparation of BAS, IAS, Payroll Tax and supporting material for the preparation of income tax returns (Practise Manager oversees overall ATO relationship);
- Prepare and process monthly and other payroll; adjust personnel related budgets;
- Complete monthly an annual payroll related reconciliations including superannuation, payroll tax and PAYG deductions;
- Manage and report on WIP and billing process & timesheet reviews;
- Prepare reports on accounts receivable and liaise effectively with client teams in relation to any issues arising;



- Overseeing the accounts payable function and reviewing payments;
- Maintaining and advising the partners on the most effective utilisation of the firm's practice management software applications;
- Liaise effectively with the firm's external accountants;
- Liaise effectively with the firm's bankers and assisting the Practise Manager in the development and strength of that relationship.

#### HR

- Supervise Assistant Office Manager and ensure his tasks are completed on time and in full and to requisite quality;
- Maintain HR and Payroll record;
- Assist the HR Manager and Partners with procedures including recruitment (e.g. offer letters), induction, departures and salary reviews;
- Ensure checklists completed for all inductions and departures and all Firm property managed;
- Ensure system in place for Lawyers to record CLE and monitor, maintain, report and update these records.

#### Administration, Premises and IT/Suppliers

- Lead and supervise the accounts team;
- Coordinate and oversee premises arrangements including management of rental/lease agreements and terms and the relationship with property owners and agents;
- Ensure property compliance matters are attended to;
- Manage relationships with external vendors ensuring on-time delivery of products and services; including probity checks with new supplier;
- Coordinate IT/Telecommunication functions in collaboration with outsourced IT provider, facilitating planning and implementation of enhancements and upgrades;
- Website design, maintenance and updates;
- Legal resources subscription maintenance;
- Maintain Firm's IP protection – Domains, Trademarks, Business Names;
- Maintain Firm's Insurance Cover in liaison with the Practise Manager.

The ideal candidate will demonstrate high levels of integrity, humility, accountability and reliability as a team player.

### **3 Qualifications and skills:**

This position would suit a person interested in joining a dynamic, growing team in a growing sector with opportunities for continuing professional development.

Specifically, we are looking for a candidate who can demonstrate:

- 3+ years of experience in a law firm or professional services.



- A commitment to Prolegis' vision and values and demonstrated interest in the charity and philanthropy sector.
- Strong interpersonal skills, including a deep commitment to client service, humility and the abilities to learn quickly and, work and communicate effectively with colleagues across both offices and with clients at all levels and providing support in a fast paced environment.
- Advanced skills in the full suite of MS Office software.
- Confidence and skills in trouble-shooting simple IT issues.
- Understanding of administrative functions and office practices.
- A flexible, positive and proactive 'can do' attitude.
- Excellent attention to detail with the ability to multi-task, prioritise demands and meet deadlines under pressure.
- Self-starting and strong sense of personal responsibility with the ability to work independently but with the judgment to know when to seek guidance.

#### **4 How to apply**

Please submit your application addressed to 'the Managing Partner' to [enquiries@prolegis.com.au](mailto:enquiries@prolegis.com.au). In your application, include an expression of interest and resume.

**Applications close: COB Friday 8 April 2022**

Only direct applicants are accepted, and we will only contact you if your application is successful for interview.

[www.prolegis.com.au](http://www.prolegis.com.au)