



Strategic Legal Fund – Finance Assistant

- Start date:** June 2017 – two year fixed term contract finishing May 2019
- Working Hours:** Part time post – 1 day per week. Applications for flexible working will be considered.
- Location:** Clerkenwell, Central London
- Reports to:** Finance Manager
- Annual leave:** 25 days per annum FTE (so 5 days per annum pro rata)
- Salary:** £22,000 to £24,000 per annum FTE (so £4,400 to £4,800 per annum pro rata) depending on skills and experience. Pension 5% of salary.

Applications on ILPA's standard form should be sent to claire.laizans@ilpa.org.uk no later than **9am on Monday 15th May 2017**. Forms can be downloaded from our website, www.ilpa.org.uk/jobs.html

Tests and interviews will be held on Friday 26th May 2017. Shortlisted candidates will be notified by Friday 19th May 2017. No CVs please. Applications from individuals only – no agencies.

Immigration Law Practitioners' Association
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Strategic Legal Fund – Finance Assistant

Purpose of role

To support the finance manager in dealing with financial transactions and running ILPA's accounting systems and providing reports relating to the Strategic Legal Fund grant programme.

The Strategic Legal Fund (SLF) supports strategic legal work which benefits vulnerable young migrants. The SLF funds strategic legal work in any area of law where vulnerable young migrants experience disadvantage or discrimination as a result of migration status.

The SLF only supports strategic legal work. This is defined as work where the impact is likely to go beyond an individual case, and to result in changes to law, policy and practice that will benefit a wider group of people. Applications must be to fund one of two kinds of strategic legal work:

- the research and development of cases pre-litigation including: gathering evidence to test a hypothesis or research to establish authorities' policy and practice, identifying potential plaintiffs/applicants/appellants; researching whether to proceed; translating relevant material; and evaluating a litigation strategy.
- third party "interventions" in existing cases, which allow a non-party intervener to assist the court in arriving in its decision in a case, acting as a friend of the court.

Main Tasks

- To be responsible for invoicing, processing and maintaining records of income, relating to the Strategic Legal Fund
- To be responsible for processing all expenditure and maintaining records of expenditure for the Strategic Legal Fund.
- Data input and management of accounting software (Quickbooks), day to day bookkeeping, bank reconciliations and batching linked to the SLF grant programme.
- To work with the Finance manager in putting together and monitoring the Strategic Legal Fund annual budget, including providing monthly reports, including projections, on income and expenditure
- To undertake other tasks identified by the Finance manager as relevant and commensurate with the Post

Person specification

- Accountancy or bookkeeping qualification or working towards such a qualification
- Good time management and organisational skills
- Experience of grant funding and producing monitoring reports
- Able to work as part of a small team
- Essential to have experience of using accounting packages and CRMs and desirable for this experience to be with Quickbooks and Salesforce