

Job Title	Financial Compliance Administrator (Accounts Certificates)
Team	Financial Compliance
Reporting to	Financial Compliance Manager
Responsible for	N/A

To effectively and efficiently lead on all aspects of the Accounts Certificate and Incidental Financial Business Certificate processes.

Job purpose

To assist with the administration relating to Financial Compliance Department processes including Compliance Inspections and Committee work.

Key responsibilities

- To monitor and analyse the receipt of Accounts Certificates and Incidental Financial Business Certificates via the Law Society's database system and email account, checking on quality and returning to practice units where Certificates are incomplete or incorrect.
- To monitor and analyse receipt of Final Accounts Certificates for all ceased practice units and ensuring these are provided timeously following cessation.
- Highlighting Accounts Certificates received which contain notification of Accounts Rules breaches, to include dealing with Certificate qualifications, reviewing accounting records for compliance with the Accounts Rules, highlighting any issues to the Financial Compliance Managers and Team members for further review.
- Maintain contact with current, new, and ceased practice units to advise of their obligations regarding the submission of Accounts Certificates. Advising/liasing with practice units on the digital submission process or regarding issues identified and developing solutions.
- To lead on a number of other departmental support tasks including the producing of reports to confirm the receipt/non-receipt of Accounts Certificates and ensuring the timeous follow-up of outstanding Certificates in line with the department's processes.
- Ensure the Accounts Certificate correspondence spreadsheets are kept up to date at all times and that the spreadsheets are backed up weekly, effectively liaising with Team members and practice units regarding outstanding responses

- To identify and take forward ideas for increasing the efficiency of the above processes, including ensuring effective use of other information systems within the Society

Date

March 2024

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> Standard Grade English and Maths, or equivalent 	<ul style="list-style-type: none"> Qualification in Office Administration/Business Management
Work experience	<ul style="list-style-type: none"> At least one year's previous administrative experience in a busy office environment Previous call handling experience 	<ul style="list-style-type: none"> Previous experience in a legal office
Knowledge & skills	<ul style="list-style-type: none"> Ability to analyse and assess information Good telephone manner Good verbal and written communication skills. Numerate. Ability to plan and organise workload Ability to prioritise workload effectively Ability to use computer packages, particularly Excel and Word 	<ul style="list-style-type: none"> Experience with using a database system, such as iMIS, to access and record information Previous experience in preparing data reports, Committee agenda and/or interview papers
Competencies & values	<ul style="list-style-type: none"> Self-Management High attention to detail Ability to work effectively within a team and also alone Able to work effectively from home where necessary Able to work regularly from Edinburgh based LSS office Customers (Internal & External) As an individual values respect; openness, progress, integrity and inclusion 	<ul style="list-style-type: none"> Comfortable at communicating at different levels. Ability to take initiative and improve procedures where possible