

### **Finance Team – Admin and Finance Volunteer**

SWLLC is a community based, Legal Aid practice and a registered Charity. Our history dates back to 1974 when the first Law Centres in Wandsworth were created. We became SWLLC in 2004 through the merger of a number of Law Centres in South West London. We now work across six boroughs, Croydon, Merton, Kingston, Richmond and Sutton and Wandsworth, helping people accessing, understanding and enforcing their legal rights. SWLLC helps over 8,000 people per year.

Our support ranges from free legal advice through to representation in social welfare law at courts and tribunals. Alongside a busy daytime service of end-to-end casework, with the support of city law firms and local solicitors we coordinate hundreds of professional volunteers in running one of the largest pro bono network each week.

We are funded through legal aid, grants, corporate donations and in a limited way now charge for some services in employment and immigration, although we still provide most of our services for free.

Most of our income is derived from casework through cost income, certificated legal aid and contracts with the Legal Aid Agency. We also have some projects funded through charitable grants and have a strong relationship with a number of city firms who support SWLLC.

The Finance team is now looking to work with a volunteer to assist the Law Centre Finance team. Working closely with other members of the Senior Management team the ideal candidate will have a professional yet approachable manner and be keen to try out different tasks. Good Excel Skills would be an advantage.

You will be working directly with the Finance Manager, and assisting other members of the SMT as well as the Finance Assistant with tasks as and when necessary. You will also be asked to carry out a share of administrative tasks, as and when required.

### **Key tasks**

Coding and posting of invoices, dealing with queries.

Check and Maintain Regular Balance sheet reconciliations –Creditors, VAT returns

Assist with the Management Accounts production

Archiving and Filing

### **Person Specification**

- Self-motivated and enthusiastic
- Good attention to detail and high levels of accuracy
- Excellent working knowledge of Microsoft Office, with good experience of working with Excel and all Microsoft Office applications
- Good organisational skills
- Good verbal and written communication skills



- Positive, proactive approach to work and a good team player
- Some experience in a similar role, some knowledge of bookkeeping
- A genuine interest in learning about Legal Aid financial processes
- Understanding of the mission and values of South West London Law Centres

#### Commitment

We are seeking someone who can commit to volunteer two-three days per week on an ongoing basis for at least three-six months.

#### Location

You will be required to attend the Croydon office for training purposes. After completion of training, you may also volunteer from home, on any other day (to be agreed upon).

#### Remuneration

While this is a voluntary, unpaid position, we can reimburse your reasonable expenses for up to £15 per working day when travelling and volunteering in the office.

#### Start date

We are seeking someone who can start as soon as possible.

#### Application process

Please apply by sending your CV and a covering letter to [volunteers@swllc.org](mailto:volunteers@swllc.org) as soon as possible.