



QuestGates Careers and Vacancies

JOB TITLE: Legal Finance Manager

DIVISION: Legal Services - QGLaw

OFFICE: Based at Birmingham office – hybrid working available

A high growth and well-regarded professional services group supporting the insurance industry is seeing significant expansion in its Legal firm and is consequently seeking a talented Finance Manager to add to the team. Reporting into the COFA (Compliance Officer for Finance and Administration) you will also engage with the wider operational senior leadership across the firm, and with the finance team of the wider group.

This key role involves overseeing the legal firm's financial operations, ensuring robust financial controls and processes, whilst ensuring strict compliance with the Solicitors Accounts Rules (SAR).

This is an excellent opportunity for someone who thrives in a strict regulated law firm environment albeit with the ability to keep pace with growth and change.

Key Skills and Qualifications:

- **Qualifications:** An ILFM (Institute of Legal Finance & Management) or similar qualification is desirable
- **Experience:** Proven experience in legal finance management within a law firm
- **Technical Skills:** Deep knowledge of Solicitors Accounts Rules (SAR) and familiarity with legal practice management software
- **Compliance Knowledge:** Strong understanding of the Compliance Officer for Finance and Administration (COFA) role and anti-money laundering (AML) regulations
- **Communication:** Capable of presenting financial insights to non-financial stakeholders, such as law firm partners
- **Meticulous Nature:** Extreme attention to detail, especially regarding client account reconciliations and statutory deductions

Key Responsibilities:

- **Compliance & Regulatory Oversight:** Ensure full adherence to SRA Accounts Rules and manage annual SAR audits. Monitor for potential breaches and take immediate remedial action.



- Transactional Management: Oversee daily banking operations, legal cashiering, billing, and credit control to maximise cash flow.
- Financial Reporting: Contribute to the reporting procedures for the firm in conjunction with the wider group finance team.
- Team Leadership: Support others who are involved in the firm's finance function as and when the team grows to support the ongoing growth of the firm.

The Package:

- Competitive salary
- Enhanced contributory pension
- Flexible benefits
- Enhanced family leave
- Electric car scheme via salary sacrifice
- Voluntary benefits schemes
- Birthday holiday
- Share purchase scheme with interest free loans

Hours of work:

Standard working week is 35 hours, Monday to Friday, on a hybrid working basis.

Closing Date for Applications:

Close of business on Friday 1st May 2026.

Contact details:

If you would like further information about this vacancy or wish to apply, email recruitment@questgates.co.uk by the closing date.