



The Institute of
Legal Finance
& Management

Head of Professional Development

Position: Permanent

Hours: 35 per week

Salary: An attractive and competitive salary - Please contact CEO – contact details given below.

Remote/Hybrid working

Generous holiday entitlement

Pension Scheme

Work-life balance / Flexible working / TOIL

The Institute of Legal Finance & Management is one of the UK's leading membership organisations in the legal sector.

It provides qualifications, training, knowledge, support and information for anyone working in legal finance and in legal practice management. Our members include legal cashiers, accounts managers, compliance officers for finance and administration (COFAs), practice managers and sole practitioners.

We are now looking to appoint a Head of Professional Development, who will have a unique opportunity to build the profile and transform the knowledge of members of an organisation dedicated to driving innovation, advancing education and promoting excellence throughout the legal sector.

This is a new role. Working closely with the CEO, you will be responsible for leading the Institute's support and engagement with our members for their professional development and knowledge.

Consolidate the Institute's narrative and message through:

- Our professional qualification programme
- Our conferences and training
- Engaging the right external contractors
- Member support thought leadership and engaging content

The successful candidate will have:

- Experience of successfully building positive, close relationships with colleagues across a wide organisation, as a true team player.
- Experience of dealing with technical questions on legal finance issues and ability to seek relevant input if outside area of expertise. To assist the CEO, Office Team and wider Membership and as an in-house technical expert to call upon as required.

- An eagerness to keep fully up-to-date with developments, regulation and innovation affecting our members and law firms, ILFM Training topics.
- An ability to ensure all ILFM material is consistent with the Institute's brand and objectives, relevant to students, employers and regulators and fully up to date.
- A significant background and a high level of general knowledge on law firm compliance and accounts rules and regulations. The insight to seek out the right answers if not immediately confident.
- Significant practical experience in legal finance & management. This will include a thorough knowledge of the SRA Accounts Rules 2019, legal finance VAT. COFA, AML, Financial Management and Practice Management experience preferable.
- A relevant accounting qualification or relevant experience.
- An ability to speak confidently and naturally in public.
- A superb communicator with an ability to engage and motivate tutors/trainers/examiners as well as students and Members both via correspondence, on-line and face to face.

If you are an exceptional candidate who would like to make an impact and who enjoys working with a caring and supportive team in vibrant and cooperative environment, we welcome your application.

Closing Date: Early September

Please feel free to arrange a call with Tim Kidd for further information or a general discussion.

Applicants should apply by submitting a CV and cover letter (600 words maximum), outlining how you fulfil the requirements of this role to Tim Kidd, Chief Executive, ILFM tim@ifm.org.uk. Email or call him for more information about the role.

The ILFM values diversity and is committed to making appointments on merit by fair and open processes, in accordance with equal opportunities.