



What the COFA is supposed to be doing...

This free 60 minute webinar will compare what you actually do against what you should be doing

We are holding a free 60 minute webinar which will compare what the COFA actually does against what they should be doing.

Key Content

This free 1 hour masterclass will consider:

- What should a good finance/accounting policy cover and where do I start?
- What does a good COFA month end pack look like versus poor or inadequate?
- What should I expect from a really good bookkeeper/cashier and how can I spot a poor one? What questions should I be asking when I am recruiting for a post in the finance/accounts team?
- How do I know if I need an SRA Accounts Rules Audit and how can I prepare for one?
- Typical accounting information you would be expected to produce for an SRA visit.

Date and Time

The webinar will take place on Wednesday 20 January 2021 at 1pm.

Registration

Please click [HERE](#) to register for the webinar.

If you cannot attend the webinar, it will be recorded and will be made available to you after the event. Registration ensures that you will receive the recording.

About the Speakers

Sarah Charlton, Consultant, DG Legal

Sarah has a BSc (Hons) in Applied Accounting and is a Fellow member of the Association of Chartered and Certified Accountants. Her career spans over 30 years working within the legal sector, fulfilling roles from practice manager through to COFA. During her career she has worked with a number of legal regulators, professional bodies and government organisations. Sarah has been a member of the Institute of Legal Finance & Management throughout her career, qualifying as a Fellow member in 2005. Sarah also served as chairperson between 2010-2012 and continues to serve as an Executive Council Member. Sarah is also a trainer, tutor and examiner.

David Gilmore, Director & Founder, DG Legal

David has provided advice and assistance to hundreds of law firms and other legal organisations. He delivers specialist consultancy and training on a wide range of topics including business management & strategy, tendering, compliance and quality assurance.

Questions

We are inviting attendees to submit questions that they would like to be discussed during the webinar. Please click [HERE](#) to submit a question for this webinar. The deadline for questions is 5pm on Wednesday 13 January 2021.