**INSTITUTE OF PROFESSIONAL LEGAL STUDIES**

**Effective Financial Management for Solicitors**

The Institute of Professional Legal Studies is offering two evening sessions on Effective Financial Management for Solicitors. The course is targeted at solicitors with some responsibility for management of their firm.

**The lecture on the 28th November will cover:-**

1. Solicitors Accounts Regulations to include management of Clients Monies, Risk Management and Financial Best Practice.
2. Governance Issues, Internal Control Issues and Management of Cash, Work in Progress and Debtors

**The lecture on the 5th December will cover:-**

1. Taxation issues for a legal practice including Options for Incorporation.
2. Practice Management in a changing environment to include instilling a business development culture.

**Speakers**: From RSM McClure Watters will be Qualified Advisors with extensive experience in dealing with Solicitors’ practices and growing businesses

**When**: Monday, 28th November and Monday, 5th December 2011

**Time**: 6.30p.m. – 9.30p.m.

**Venue**: Institute of Professional Legal Studies, 10 Lennoxvale,

Belfast, BT9 5BY

**Cost**: £90 for each evening

**On each of these evenings 3 CPD hours will be awarded.**

Booking form and cheques, made payable to **QUEEN’S UNIVERSITY BELFAST**, should be sent to Mrs Joan Playfair, Institute of Professional Legal Studies, 10 Lennoxvale, Belfast, BT9 5BY.

**Closing Date for applications: Friday, 18th November 2011**

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## Booking Form

 **Monday**  : 28 November 2011 **⁭**

 **OR**

 **Monday**  : 5 December 2011 **⁭**

 **OR**

 **Both lectures** : **⁭**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Firm**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Tel. No**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **I enclose remittance of £**\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**