

**Assistant Family and Civil Clerk £23,000**

Diary management of family and civil members of chambers

Ensuring that briefs are received in good time for all forthcoming family & civil cases

In conjunction with the Senior Family/Civil Clerk to ensure that all brief fees have been agreed

Obtaining all necessary billing documentation for Publicly Funded cases

Assisting with Direct Access enquiries

Assisting with the Administration of Direct Access enquiries

Providing assistance and guidance to the junior clerk

*For all enquiries please contact:*

***ABC Chambers Solutions LLP - 0203 440 5876*** *1 Fetter Lane, London EC4A 1BR.*

*To apply for this role please e-mail a comprehensive CV and cover letter to:*

*recruitment@abcllp.com* *or contact one of the team for a confidential discussion.*

*All third party applications will be forwarded to ABC Chambers Solutions.*