

**Civil Assistant Practice Manager**

**REPORTING**

The Civil team is headed by a Senior Practice Manager, currently with two practice managers and two assistants. This role is to fill one of those assistant positions.

**DUTIES INCLUDE:**

* Extensive phone work with instructing solicitors and courts with regard to fixing hearings and general queries on cases
* Upkeep and checking Barristers’ diaries and ensuring they are aware of their diary commitments
* Handling the booking-in of instructions and briefs and recording faxes and emails
* Dealing with correspondence, entering detailed description on to the computer records, dealing with queries or allocating requests.
* Agreeing fees and billing in a timely manner, subject to policies and advice from the Practice Manager
* Ensuring appropriate terms are in place, including for CFAs and Public Access work
* Generating basic monthly reports on Lex for barristers as required
* Obtaining daily listings and informing counsel
* Raising fee notes and chasing barristers for details
* Arranging conferences, professional meetings and booking case
* Supporting Chambers seminars, which may at times be outside normal office hours
* Joint responsibility for supervising junior clerks and assisting other Clerks with duties as necessary.

**REQUIREMENTS**

* 4-5 years’ experience in civil clerking
* Accurate and extremely reliable under pressure
* Good communication and interpersonal skills for dealing with solicitors, local authorities, barristers and colleagues
* Resilient with a high degree of patience
* Proactive can-do attitude, willingness to support initiatives and attend marketing events, and good organisational skills

*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.*