

**Practice Assistant – £17,500**

A large multi disciplinary set based in various parts of the country require a Practice Assistant for their Oxford office.

**Main duties include:**

* 1. As a Practice Assistant you are employed by Chambers to assist with the promotion and administration of Chambers, and the practices of its members.
  2. In accordance with Chambers policy, to assist with the day to day management of Chambers.
  3. In fulfilling this role, you will act in accordance with the instructions of your employers and in consultation with the Chambers Directors and your line managers.
  4. Your line manager is the Practice Manager.
  5. Your main duties are as follows:
     1. To collect the morning DX
     2. To enter incoming briefs, instructions and ancillary documents onto Chambers’ computer system
     3. To ensure that all briefs and instructions received for members are acknowledged in accordance with Chambers Policy.
     4. To book in and ensuring that accurate records are kept of briefs and instructions in accordance with Chambers’ case management system.
     5. To collect and processing information in relation to briefs and instructions received from solicitors in order to ensure that fee notes are correct and sent out expeditiously, as well as processing public funded graduated fee claims.
     6. To organise and taking books and files to court
     7. To run errands inside and outside Chambers
     8. To answer the telephone and ensuring messages are passed on correctly
     9. To prepare and keep a log of all outgoing post and DX
     10. To photocopy and scan
     11. To order and deliver sandwiches if required
     12. To ensure a constant supply of consumables such as light bulbs, toilet paper, air fresheners, printer cartridges and stationary, and ensuring that these are installed where and as appropriate
     13. To regularly clear discarded paper and cardboard and all rubbish from clerks’ room, storerooms, common parts and where instructed, members’ rooms
     14. To take post and DX in the evening to relevant collection points
     15. To be aware of the content of Chambers’ manual with reference to client care, Chambers’ Equality Opportunities (Dignity) policy
     16. To assist with the work of the Chambers Directors, Practice Directors and Practice Managers
     17. To undertake other tasks as allocated by Chambers/Line managers
  6. ACCESSIBILITY

Given the nature of Chambers’ business you must be accessible to members of Chambers and the clerking team outside normal working hours.

* 1. MEMBERS AND OTHER EMPLOYEES

It is essential to the smooth running of Chambers that you foster a good relationship with all other members of staff. We work as a team and co-operate and show courtesy to one another.

**2. GENERAL ATTRIBUTES REQUIRED**

To be effective in your role as a Practice Assistant, you are aware that the following attributes are required:

**Communication**

An ability and concern to communicate effectively, verbally and in writing, avoiding misunderstandings, reporting and passing on information and always to be polite and sympathetic.

**Stability**

Reliability and calmness under pressure, care and avoidance of mistakes, dependability in meeting commitments and promises.

**Competence**

Functional skill and job knowledge, understanding of techniques, technology and systems within your responsibility. Making the best use of available time and resources, punctuality, and attention to detail.

**Honesty**

Honesty and trustworthiness. Chambers must be able to rely on your integrity and discretion given the highly confidential nature of the work.

**Appearance**

To be clean and smart and meet necessary standards expected of working within a legal environment, and with meeting the public.

**Planning**

Awareness of job purpose, organisational ability, anticipation of difficulties, setting objectives to meet deadlines.

**Innovation**

Keeping abreast of functional developments, flexibility to consider and contribute new ideas and technology.

**Judgment**

Analytical ability in assessing situations and making decisions, fairness and consistency with existing Chambers’ policies.

*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*](mailto:recruitment@abcllp.com) *or contact one of the team for a confidential discussion.*

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