

**Practice Manager**

**£30,000 with consideration for an increase after probation**

The successful candidate will need to be able to:

* Manage the diary and practice, includingall activities.
* Manage fees, ensuring barristers' fees are created for the work they do.
* Market and develop the business to maintain the supply of work.
* Be aware of compliance matters as these are the standards and accreditations to which chambers must adhere.

Other tasks vary according to the level at which you are working, but may involve:

* Discussing with a client the most appropriate barrister to take the case in terms of specialisation, abilities, experience and availability (being aware of any potential conflict of interest where barristers from the same chambers are representing opposing parties)
* Negotiating the fees to be charged with the instructing solicitor.
* Planning the timetable of a case in detail, considering factors such as preparation time, conferences (i.e. meetings with instructing solicitors and clients) and estimated number of days in court.
* Arranging meetings on behalf of the barrister with the instructing solicitor and client to discuss the case.
* Informing the client's solicitor of progress and, in case of a delay, renegotiating the agreed timetable of work as required.
* Planning the workload of each barrister to avoid clashes of court times.
* Proactively seeking work for the chambers by keeping in touch with solicitors and undertaking other marketing activities, such as holding seminars and hosting events.
* Referring cases to more appropriate chambers when a lack of specialist expertise could jeopardise the outcome of the case.
* Maintaining awareness of cases that are likely to be coming to the chambers, especially major criminal cases, and contacting the Crown Prosecution Service (CPS) to check whether counsel has been arranged.
* Keeping up to date with specific areas of law and the specialisms of the barristers within the chambers.
* Discussing with junior barristers the areas of law in which they wish to develop expertise and allocating relevant cases to them.

On occasions, they may be asked to:

* Deliver urgent documents to other chambers
* Make travel and accommodation arrangements for barristers
* Carry out general administrative duties.

**Skills**

You will need to have:

* Excellent face-to-face communication and interpersonal skills for dealing with clients, barristers, solicitors, court officials and judges.
* An awareness of appropriate language and etiquette.
* A good telephone manner and strong written communication skills
* Excellent negotiation skills
* Commercial awareness and sales skills, in order to maintain the supply of work.
* Attention to detail and accuracy.
* Computer literacy with knowledge of Chambers diary management software (Preferably LEX)
* A good knowledge of CPS Graduated Fee and Defence RAGFS Billing.
* The ability to absorb a lot of information.
* Initiative, integrity and self-motivation.
* Organisational and planning ability, to handle several queries at any one time.
* A reasonable knowledge of the different areas of law, in order to appreciate which barrister might be appropriate for a potential case.
* The ability to work under pressure when a court deadline is approaching.
* The capacity to work as part of a team with other barristers' clerks and barristers.
* Dedication to having a career as a barristers' clerk.
* The physical ability to carry books, robes and documents to court.

*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.*