We are a small, friendly legal practice specialising in Human Rights claims against public authorities.  We represent the underdog against the state. Currently seeking an enthusiastic Administrative Assistant (part-time) to join our law firm to provide administrative assistance for our fee earners and to support the smooth running of the firm.

Candidates should ideally have previous office experience, excellent communication, organizational and IT skills, and an impeccable attention to detail. They should also be able to use their initiative, and work well under pressure and with little supervision.

Salary: £19,500 per annum (pro-rata)

Hours: Part-time approx. 20 hrs. per week

Start: January 2020

**Applications should be made on our application form (CVs will not be accepted):**

**Email:** matthewgoldvacancy@matthewgold.co.uk

Or

**Post:** Matthew Gold & Company Ltd, 1st Floor, 2D Lodge Lane, London, N12 8AF

**Closing Date: Monday 23rd December**

**Interviews:** Successful candidates will be interviewed at our North Finchley London office.

**Application Form**

**Personal details**

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forenames:** |  |
| **Current address:** |  |
| **Telephone number:** |  |
| **Email:** |  |

**Employment (paid – most recent first)**

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| --- | --- | --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** | **Salary** | **Reason for leaving** |
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**Voluntary/unpaid work experience (most recent first)**

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| **Dates to and from** | **Organisation** | **Areas of involvement** |
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**Education (please include details of all qualifications (including vocational qualifications) starting with most recent to GCSEs) Please provide detail of present studies**

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| --- | --- | --- |
| **Course Name** | **Dates** | **Qualification and Grade** |
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**Please give details below of any other relevant training, professional qualifications or training, or work related skills (for example, professional courses, IT skills, languages etc.)**

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**WHY YOU FULFIL THE CRITERIA**

**In no more than 2 A4 pages, please describe how you fit the person specification, giving examples wherever possible.**