**Job Description – Practice and Operations Manager**

**Part Time - 3 days a week**

**Salary -** £35,000 to £45,000 (pro-rata) plus annual discretionary bonus.

Overall responsibility for the development and management of all back-office functions to ensure the smooth and efficient running of the firm and its continued practice expansion and development.

The Practice and Operations Manager will be responsible for:

* Reviewing all business operations of the firm and developing and implementing new policies and processes as necessary.
* Ensuring continued compliance with all firm policies and procedures and keeping those policies and processes under review and updated as required.
* Managing the office administrative support team and any temporary staff, freelance contractors and any outsourced services.
* Responsibility and oversight of day-to-day office functions including dealing with the following:
  + Financial management of the firm
  + Human resources and payroll
  + Procurement and liaising with suppliers
  + Regulatory, company and professional compliance matters
  + Legal aid contract and billing matters
  + Office facilities including IT infrastructure and software, office premises and equipment.
* Assisting with the development of the business in conjunction with the Directors, including developing business plans, identifying new opportunities and managing relationships with referral sources, monitoring firm performance, and responsibility for the marketing and promotion of the firm.
* Servicing the Director meetings and responsibility for any work that arises out of those meetings.