**PRACTICE MANAGER JOB DESCRIPTION**

**Hours: Monday to Friday, 9.30 am to 5.30 pm**

**Location: Office based at 11 Jerusalem Passage, Farringdon, EC1V 4JP**

**Salary: £38,000 to £45,000 depending on experience**

**Job Purpose:**

We are an award-winning legal aid firm seeking a Practice Manager to drive our day-to-day operations to ensure the smooth and efficient running of the Firm and our continued business development and expansion.

**Duties:**

The Practice Manager will manage a small Admin team and be responsible for the following tasks:

**Financial Management**

* In conjunction with the Directors and external book-keeping consultant, develop and ensure sound financial policies and systems within the firm.
* Monitoring and preparing all necessary monthly and/or quarterly financial reports such as profit and loss reports, cash-flow forecasts and WIP reports.
* Set and monitor budgets associated with business management activities and monitor firm’s expenditure.
* Manage the day-to-day book-keeping and monthly reconciliation alongside the external book keeping consultant and Directors
* Ensure firm’s cash flow by monitoring fee-earners time-recording, billing and WIP.
* Assists and deputise for Compliance Officer for Finance & Administration
* Support bookkeeper with Legal Aid Agency submissions.
* Liaise with external Accountants to the firms periodically and in completion of annual audit and preparation of Annual accounts and reports.

**Business Development and marketing**

In conjunction with the Firm’s Directors:

* Develop, monitor and keep under review the firm’s Business and Strategic Plan and the Marketing and Business Development Plan.
* Prepare tender applications for Legal Aid Agency contracts.
* Assist in the management and upkeep of the firm’s website and social media outlets.
* Organise and implement and attend with key staff internal and external business development opportunities and events.
* Identify, track and follow up marketing and business development leads.
* Manage and develop key referral and business relationships.
* Assist with the firm’s promotion through ranking and award submissions and engagement with media outlets.

**Human Resources**

In coordination with the Director and the firm’s outsourced HR support and payroll:

* Develop, implement all staff policies and procedures and monitor staff adherence with the same.
* Management of the firm’s recruitment, induction and staff exit processes
* Maintain all staff personnel records including holiday and absence management and record keeping and monitor the same.
* Responsible for payroll and pension provision.
* Responsible for overseeing any grievance or disciplinary process.
* Responsible for staff welfare.

**Compliance**

* Ensure the firm meets the Specialist Quality Mark standards, including preparing the firm for SQM audits.
* Ensure compliance with all Solicitors Regulation Authority requirements, including being the Organisation Contact with the SRA for applications for Practicing Certificates; Training Contracts and other regulatory record keeping.
* Ensure continued regulatory registration with Information Commissioners Office
* Maintain and update and ensure compliance with the established Office Manual and associated firm policies within the firm
* Implements and ensures on-going compliance with regulatory and legislative obligations in respect of data and information security in accordance with established firm policies and procedures
* Maintains Company Statutory Book

**IT/ Office facilities**

* Oversee and ensure a safe and positive work environment for all staff and visitors.
* Oversee and ensure all IT and office resources and premises are adequate, efficient and promptly maintained and repaired.
* Oversee and ensure IT hardware and software licences are up to date and adequate.
* Liaises with Building Managing Agents/ Freeholders concerning the firm’s premises, as required
* Oversee the procurement of all necessary equipment, goods and services.