**PRACTICE MANAGER**

**PERSON SPECIFICATION**

We are looking for a person with the following experience and skills.

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| **Experience/Skill** | **Essential (E)/ Desirable (D)** |
| **Academic/ Professional Qualifications**  |
| Good academic record ( A Level or equivalent)  | E |
| Professional qualifications in practice management; project management; business; finance and/or marketing | D |
| **Experience** |
| Working in a legal practice or other regulatory environment  | E |
| Financial and budget management  | E |
| Managing/supervising a team of professional staff | E |
| Experience of providing back-office support | E |
| Experience of developing and monitoring firm procedures and processes.  | E |
| Working in a legal aid practice and familiarity with legal aid procedures | D |
| Managing processes and procedures of a legal or other regulatory practice/business | D |
| Familiar with Solicitors Accounts Rules | D |
| Human Resources management experience | D |
| **Skills** |  |
| Excellent communication skills (verbal and written) and ability to communicate effectively and appropriately with a range of audience. | E |
| Financially literate  | E |
| Ability to work well under pressure, deal with high volumes | E |
| Excellent organisational skills, including the ability to prioritise work and meet deadlines | E |
| Manage processes  | E |
| Excellent record-keeping | E |
| IT Literate with a good working knowledge of Microsoft Office | E |
| Confident, Driven, Versatile and Self-Motivated | E |
| Approachable, proactive and enthusiastic  | E |