



**Senior Administrator**  
**2 Hare Court**  
**Leading Barristers' Chambers - London**  
**£60,000 Plus Bonus and benefits**

2 Hare Court is recognised both nationally and internationally as one of the UK's leading Barristers' Chambers, specialising in Criminal Defence, Private Prosecution, Public Prosecution, Fraud, Health & Safety, Professional Discipline, Tax, Sports Law and other related fields. Chambers is renowned for its high-quality advice, advocacy and client service.

Working within an established and dynamic team, this important role will drive and improve the efficient operation of Chambers' business, managing and delivering a broad range of functions, often with competing deadlines. To deliver this successfully requires a multi-skilled individual capable of demonstrating leadership and personal initiative.

The role is full-time with reasonable flexibility over daily start and finish times within the range 8am to 6pm (with one hour break for lunch). After the successful completion of the probationary period the option of some remote working will be available.

**Key Responsibilities include:**

**Finance and Accounts**

- Payroll (Sage) for all staff members including year end reporting and assisting accountants with any necessary reports
- Management of bank accounts, credit facility, credit card payments and other banking services including reconciliation

**Business Administration**

- Negotiating and liaising with all contractors on terms of engagement
- Completing business rating schedule for City of London Corporation and all matters relating to business rates

**Regulatory and Compliance**

- Point of contact and lead for all compliance matters
- Ensuring Chambers is up to date on all compliance matters, identifying any shortcomings and solutions and arranging any necessary training

**IT**

- Management of all IT contracts

**Human Resources Management**



- Line management of Receptionist & temporary receptionist

#### **Facilities**

- Overseeing the efficient operation and management of Chambers' premises and operations
- Overseeing the management of all stationery supplies and contracts

#### **Candidate Specification**

- Experience of accounting requirements
- Ideally a minimum of 7-10+ years relevant experience within barristers' chambers, legal professional services or similarly fast paced environment
- Exceptional communication skills – spoken and written, capable of influencing a broad range of internal and external stakeholders
- Ability to put new systems in place to drive and improve efficiency
- Independent and pro-active worker also capable of working well in a team environment
- Keenness to always improve and receptive to ideas
- Excellent IT skills – Word, Excel, Sage, Teams, Zoom
- Project management experience, advising and presenting to Management Committee

To apply for this position (or request a copy of the full Job Description), please forward your CV, which should clearly identify your suitability, to exclusively retained consultants, GRL at [recruitment@grllegal.com](mailto:recruitment@grllegal.com)

**The closing date for applications is 5pm on Friday 15<sup>th</sup> December 2023. Early applications are encouraged with initial interviews for suitable candidates taking place immediately.**