

**Practice Manager (7 years' + experience)**  
**Leading Barristers' Chambers – London**  
**Highly competitive Salary, Bonus + Benefits**

**Overview**

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 seeking to appoint a Practice Manager to support the efficient running of a friendly and highly motivated Practice Management team. Working within an established and dynamic team, the Practice Manager will report to the Director of Clerking and assist other Practice Management staff. The ideal candidate will have a minimum of 7+ years of clerking or equivalent experience at a barristers' chambers of a similar standing.

**Key Responsibilities**

Practice administration

- First point of contact for Chambers' Professional Disciplinary Team.
- Conducting barristers' practice reviews along with other members of the practice team.
- Negotiating privately funded fees and liaising with members accordingly.
- Assisting the Director of Clerking on any other duties, including Chambers' projects as reasonably required.

Business development

- Keeping abreast of industry and market developments.
- Maintaining existing client relationships.
- Networking, developing and nurturing new clients.
- A strong focus on excellent client care with a service-oriented approach.
- Attending client events and follow up activities.

**Essential & Desirable Criteria**

- Highly proficient communication skills and in particular, strong writing skills.
- Minimum 7+ years' experience of clerking or equivalent at a barristers' chambers of a similar standing.
- Professional, positive and proactive self-starter.
- Excellent attention to detail.
- Effective time management skills, able to prioritise effectively and work well under pressure.

To apply for this position, please forward your CV to exclusively retained consultants GRL Legal [recruitment@grllegal.com](mailto:recruitment@grllegal.com).

**NB: The closing date for applications is 5pm on Friday 13th December.** Early applications are encouraged with initial interviews for suitable candidates taking place immediately.

**Equality and Diversity:**

At 2 Hare Court, Diversity, Equity and Inclusion is a priority and we actively want to attract a diverse workforce and welcome applications from everyone, from all backgrounds. We are committed to creating an environment where everyone is able to be themselves and reach their full potential.