

LAWSTOP

Lawstop is a specialist firm of solicitors with offices in London, Brighton, Cornwall, Somerset Nottingham, Cambridge, and Leicestershire

Job Description

We are seeking a highly motivated and experienced Practice Manager to join our team. The Practice Manager will play a pivotal role in ensuring the smooth operation of our law firm, managing day-to-day administrative and operational functions, and supporting our legal team to deliver exceptional service to our clients.

Key Responsibilities

Office Management:

- Oversee the daily operations of the law firm, including administrative functions and office logistics.
- Change and project management
- Ensure the office environment is professional, efficient, and conducive to productivity.
- Manage office supplies, equipment, and vendor relationships.
- Continuing development and training across the practice

Financial Management:

- Overseeing billing and revenue control
- Prepare and manage the firm's budget in collaboration with the Directors.
- Billing account reconciliation and debt recovery
- Monitor financial performance and provide regular reports to the management team.

Operations and Compliance:

- Develop and implement office policies and procedures.
- Ensure the firm's compliance with legal and regulatory requirements.
- Oversee case management systems and ensure proper documentation and filing.
- Manage IT systems and liaise with external IT support for technology needs.
- Specific knowledge of case management systems and SRA

Marketing and Business Development:

- Support the firm's marketing efforts, including managing social media accounts, website updates, and promotional materials.
- Assist with organising events, seminars, and networking activities.
- Identify and pursue opportunities for business development and client acquisition.
- Contributing positively to strategic business planning

Person Specification

- Relevant experience gained in a legal environment
- Professionalism and commercial acumen
- Strong communication, negotiation and interpersonal skills including a high standard of written and spoken English
- Highly committed to business development, strategies and marketing
- Driven, focused and keen to succeed – pro-active approach and results orientated
- Ability to collaborate with colleagues across chambers and with outside organisations
- Willingness to develop skills, including negotiation

Why Join Us?

- Competitive salary.
- Opportunity to work with a dynamic and dedicated team of legal professionals.
- Supportive and collaborative work environment.
- Opportunities for professional growth and development.

Hours: Full-time – 37.5 hours per week; 9.30am-5.30pm Monday–Friday (alternative working arrangements including part-time hours will be considered)

Salary: Dependent on experience

Anticipated start: As soon as possible

Equal Opportunities: Lawstop is committed to Equal Opportunities and embraces diversity of its staff. The Company strives to ensure that our staff reflects the diversity of the communities we serve, which is reflective at all levels within our workforce. We guarantee an interview for candidates that disclose a disability and meet the essential requirements for the post. Please provide additional details in your covering letter if this applies.

The recruitment process will fully comply with GDPR and other applicable laws.