

THE PUBLIC LAW PROJECT IS RECRUITING A PRACTICE MANAGER



Public Law Project

Salary **£35K - £45K** with generous pension package.

This is a fantastic opportunity to join a unique, award winning legal charity and NGO based in Central London. The role is full time, with the possibility of part-time as part of a job share arrangement.

PLP's mission is to improve access to justice for those facing poverty, discrimination or other disadvantage, through legal aid casework, research, policy initiatives and training. You will oversee the day-to-day operations, and play a key role in the strategic development of the charity, reporting to the Director and Board of Trustees. The right candidate will be able to handle a diverse and challenging range of duties including:

- Premises and operational management
- General financial and budget management, including preparation of management and annual accounts
- Maintaining client ledgers in line with the Solicitors Accounts Rules
- Ensuring compliance with the requirements of the LAA, SRA, Lexcel, Charities Commission and other regulatory bodies
- Coordinating HR policies, procedures and practices
- As a member of the Senior Management Team, taking an active role in leading the organisation

For further details and information on how to apply please visit:

www.publiclawproject.org.uk/practice-manager-opportunity

Deadline midnight Sunday 11 December

PLP is an equal opportunities employer and welcomes applications from individuals with a disability whatever their impairment. Applicants should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments at interview and on appointment. PLP is a company limited by guarantee and a registered charity (No 1003342).

