



Administrative Officer

Salary: £19,000 per annum

**Fixed-Term Contract (One Year)
with the potential to be extended subject to funding**

Full Time (37 hours per week)

Suffolk Law Centre is seeking an **Administrative Officer** to support our Practice Manager with a variation of HR, IT, Legal Aid Contract administration and billing. The role would suit an individual with experience in working or volunteering at a charity or legal office and/or an aspiring Practice or Office Manager.

As our legal services continue to develop we need a committed individual with a keen eye for detail to support our Practice Manager in all aspects of their work.

Ideally, we would like someone who has knowledge of Legal Aid contracts or billing and quality marks such as the Specialist Quality Mark. However, as part of Suffolk Law Centre's 'Grow Your Own' strategy, we are keen to provide the training and experience necessary for this role.

Suffolk Law Centre is a part of the Ipswich and Suffolk Council for Racial Equality (ISCRE) Group of Charities and works very closely with the other parts of ISCRE.

This is an exciting chance for **you** to join our team to help to sustain and grow Suffolk Law Centre in order to continue the provision of early legal advice and assistance to our community.

For an informal discussion about this post, please contact our Practice Manager, Sophie Hawkins, via the means below.

Whilst the post is open to all, **we are particularly keen to attract candidates who are from backgrounds currently underrepresented in the law**, and who may have experience of some of the issues faced by our clients.

Contact: For an application pack, please email sophie@suffolklawcentre.org.uk or telephone 01473 408111

Deadline for applications: Friday 26th November 2021 at 9:00am

Interviews: Week commencing 29th November 2021

Start Date: January 2022

We are an Equal Opportunities employer