**Legal Aid Legal Practice Manager**

**Person Specification**

**Daily Tasks (*but not limited to*):**

* Participating in the firm’s leadership to develop and implement strategic plans for the practice.
* Coordinating and chairing Director meetings.
* Ensuring compliance with legal industry regulations and codes of conduct. This will include reviewing and amending staff handbook and policies as required and coordinating firm’s SQM audit process.
* Managing firm’s legal aid contract and liaising with firm’s contract manager.
* Working alongside the finance team and fee earners to ensure financial compliance and operational health including:
  + Reviewing financial data and preparing monthly and annual reports.
  + Preparing firm’s budget and quarterly variance reports.
  + Reporting to Directors on the Firm’s financial performance, including providing insightful information and expectations to Directors to aid short and long-term financial decision-making.
  + Implementing cash-flow strategies, including preparation of cash-flow reports and liaising with fee-earners to ensure regular and prompt legal aid, private and inter-partes billing.
  + Identifying cost-saving initiatives.
  + Running firmwide review to improve existing processes and/or implement new financial processes to improve the firm’s finance function.
  + Working alongside Senior Consultant Legal Cashier to ensure firm-wide compliance with Solicitor Account Rules and SQM requirements.
  + Delivering or arranging staff training as necessary to ensure awareness of the firm’s financial procedures and compliance with Solicitor Accounts rules and SQM requirements.
  + Liaising with auditors as part of the Solicitors Account Rules audit work.
* Line Managing the firm’s Office Manager and administrators and supervising the day-to-day operational aspects of the firm.
* Coordinating and chairing quarterly staff meetings.
* Overseeing staff training plans.
* Overseeing staff recruitment, onboarding, and performance evaluation processes.
* Overseeing HR in conjunction with external employment advisers.
* Overseeing software and technology.
* Marketing.
* Managing firm’s contracts with third parties.
* Overseeing staff training plans.

**Essential Experience/ Skills:**

* Experience of being a **Legal Practice Manager** in a **legal aid** firm or **experienced qualified legal aid solicitor/ legal executive with departmental leadership experience** (including financial performance) and the aptitude and knowledge to perform the tasks above.
* Knowledge of industry standards including **SRA accounts** and **conduct compliance**.
* Proven track record of **line-managing** a team.
* Experience **drafting policies** and **establishing systems within legal practice** to improve compliance, functionality and financial health.
* Knowledge and experience of **legal audit** e.g. SQM and **financial audits**.
* **IT Skills**: Excellent proficiency in typing, computer literacy, and the ability to learn and teach our systems, including Office365.
* **Numerical and Financial Aptitude**: An aptitude for numbers and process sufficient to perform financial tasks listed above including budgeting, cash flow, target setting.
* **Case Management:** Clio/Xero and demonstrable confidence with navigating comparable systems.
* **Interest in Our Ethos**: A strong interest in our mission to empower clients and challenge unlawful conduct by the Government and those with power.
* **Adaptability and Problem-Solving Skills**: A love for solving problems and overcoming challenges.
* **Prioritisation and Attention to Detail**: Ability to prioritise tasks effectively and maintain attention to detail.
* **Clear Communication**: Excellent written communication skills, with the ability to write clearly in plain English.
* **Organisational & Time Management Skills**: Outstanding organizational and time management abilities.
* Experience of **delivering in-house training**.

**Desirable experience**

* Have experience specifically within any of the firm’s legal aid contract areas: civil actions against police, public law, community care, education.