

Job Description

Summary

Job Title: Senior Practice Manager – Financial Regulation, Public Inquiries, Public Law, Inquests and Professional Discipline

Salary: Competitive, plus bonus

Hours: Full-time

Location: London (Greater)

Reports to: Senior Clerk

Purpose of the role: To deliver a high quality, efficient clerking service to clients and members of Chambers by:

- Identifying and taking all opportunities to maximise the quality, diversity and value of work undertaken by members of Chambers, in conjunction with the Senior Clerk and the other Senior Practice Managers;
- Collaboratively working with members to promote and develop their practices;
- Ensuring that all aspects of case-management, billing and fee collection are carried out effectively and with the support of the Practice Manager's and Fees Administrators; and
- Supervising and developing the Practice Managers, Practice Assistant/s & Junior Clerk/s.

Activities Involved and Responsibilities

Practice Management

- Develop a detailed knowledge of the practices of the barristers for whom you are the dedicated clerk (of which there will be approximately 20+) as well as having a good breadth of understanding of all members' practices across of chambers (100+ members)
- Keep up to date with developments and trends within the legal services market and the Bar in particular, and also with BSB regulations affecting the execution of clerking services.
- To be cognisant with Equality, Diversity and Inclusion ("ED&I") considerations in your approach to barristers and clients, to attend training in this area, as well as ensuring that you embed ED&I principles in your day-to-day work.
- Ensure that members are as fully and gainfully occupied as possible with work appropriate to their seniority and expertise.
- Provide informal advice and support to members.
- Engage in formal practice review meetings and ensure effective follow-up on the resulting actions.
- Produce data as required to support the Financial Regulatory Group.
- Co-ordinate and attend regularly Team meetings as required.
- Collate and provide information in support of the production of legal directory submissions.

- Strategic Business Development, Current Business and Client Relationship Management Clerking Functions.
- Collate information for marketing purposes.

Strategic Business Development

- Contribute to strategic BD planning with the Senior Clerk and other Senior Practice Managers, especially by identifying new business opportunities, as well as business opportunities with existing clients.

Current Business and Client Relationship Management

- Participate in BD events and initiatives as required, including some out-of-hours commitments.
- Develop, maintain and enhance relationships with current and prospective clients.
- Develop an understanding of other clients to ensure effective cross-selling.
- Be proactive on proposals for marketing initiatives and events and participate in the development of a marketing plan for the team's practices.

Clerking Functions

- Responsible for the management of all aspects of clerking and case-management within the team.
- Act as the primary point of contact for all clients and prospective clients relevant to the team and ensure that other team clerks are available to respond to client communications promptly and effectively in your absence.
- Advise solicitors and other clients or prospective clients on appropriate counsel, their availability and levels of fees as applicable.
- Demonstrate confident approach when allocating new instructions and the booking of all hearings, conferences, relevant case work and judicial sittings, ensuring that any diary conflicts are satisfactorily resolved in a timely manner.
- Responsible for recording and updating of all relevant case management, diary and fee data on LEX Diary Management.
- Supervise returning criminal casework within Chambers and to other chambers as necessary.
- Fixing and moving of criminal cases, if and when necessary
- Negotiate fees and provide guidance and assistance to other members of the clerking team on fee issues.
- Ensure the prompt and effective billing of all cases by members under your jurisdiction
- Responsible for the completion of the daily diary for members under your jurisdiction

Other Tasks

- Undertake any other tasks reasonably delegated by the Senior Clerk and/or other Senior Practice Managers when required

- Assist with the development of efficient systems including the effective use of Chambers' case management software
- Contributing to staff discussions and meetings

Personal Specification

- Minimum 5 years in a similar role essential

Essential Skills and Competencies

- Experience of managing a busy diary
- Must be a team player and able to demonstrate versatility
- A demonstrated ability effective of fee negotiation
- Experience of effective Business Development planning/execution

Desired Skills and Competencies

- Able to demonstrate an ability and/or interest in facilitating cross-fertilisation of all of Chambers Practice Areas and promote all members when appropriate.

How to Apply

Send your CV and cover letter to the Senior Clerk, Emily Martin via email (emartin@4-5.co.uk) by **midnight on 23 March 2026**.

Should you wish to make a formal application, or wish to discuss doing so, please contact the Senior Clerk directly. All contact will be treated in the strictest of confidence.

Chambers operates a Fair Recruitment policy. Chambers is an Equal Opportunities employer.