

# mitchell law

## Job Description

### Practice Manager

The role will see you play a critical role in the management and strategic direction of the firm, leading operations, managing resources and facilities. Together with the Director, you will take joint responsibility for compliance, business development and the financial management of the firm.

#### 1. Administration

- Managing operations and ensuring all client files are opened, maintained and reviewed appropriately.
- Ensuring all enquiries and visitors are dealt with so that they form a positive impression of the firm.
- Initiating and maintaining relationships with suppliers of products and services.
- Maintaining office records including health & safety, risks, procedure and regulations, expenses, contracts with suppliers, inventory.
- Managing insurance policies and handling the renewals process.

#### 2. Legal Compliance

- Leading the firm's legal services compliance activities, devising, implementing and maintaining procedures as necessary.
- Drafting policies & procedures for company & IT compliance, including data protection and health and safety.

#### 3. Financial

- Oversight of financial administration, including book-keeping, billing, account reconciliation, cash-flow credit control and debt recovery.
- Managing relationship with accountant and bookkeeper.
- Oversight of completion and filing of tax documents, including Corporation Tax & VAT returns, employee tax and monthly payroll payments.
- Working with accountant and bookkeeper to provide documentation and information required for completion of annual accounts and returns.
- Assisting in preparation of financial reports including profit and loss, and budgets.

#### 4. Human Resources Management

- Managing business support staff
- Maintaining HR review systems and identifying development staff objectives
- Managing employee benefits, policies and processes
- Liaising with payroll provider each month
- Providing day to day guidance to support staff relating to their duties and responsibilities
- Managing the recruitment of staff, including placing recruitment advertisements, reviewing job applications, organising and attending interviews.

## **5. Information Technology**

- Arranging all necessary training and IT support for staff.
- Oversight of software procurement and maintenance.
- Management of all IT hardware supplies and operations.
- Management of website & arranging maintenance, updates as required.

## **6. Premises & Resources Management**

- Overseeing all aspects of premises, consistent with a high standards for a professional services firm.
- Management and procurement of equipment and inventory control.
- Managing relationship with landlord, other tenants and tradespeople on site.
- Ensuring tenancy and occupation obligations are met
- Ensuring appropriate business insurance is in place.
- Initiating and maintaining security, health & safety & first aid processes and procedures.

## **7. Business Development**

- Assist in implementing the marketing plan, including updates to website content and newsletter mailings.
- Administering client feedback reports.
- Maintaining client relationship management system in conjunction with Director.

**September 2020**