



Legal Practice Administrator

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Legal Practice Administrator

SALARY RANGE: £32,000 - 35,000 per annum

RESPONSIBLE TO: CEO/ Senior Solicitor

MAIN PURPOSE OF POST

To provide administrative and other support to the CEO/Senior Solicitor in the everyday practice of running the charity including all administrative work arising from advising and representing children and young people in relation to their complex British citizenship claims and applications.

Duties and Responsibilities as Legal Practice Administrator

Casework responsibilities

1. To assist with enquiries and new referrals and arrange appointments with our young clients
2. To complete Legal Aid Agency public funding applications and forms
3. To complete legal aid and other administrative forms with our young clients in a respectful, compassionate and professional way
4. To assist in the preparation of e-bundles and collation of documents
5. To maintain and ensure accurate time-recording, prompt billing and costing of files
6. To develop knowledge and skills in PRCBC's specific administrative and financial area of work under the supervision of the CEO
7. To be responsible for setting up new cases and, following client casework procedures, ensuring all LAA monitoring information and other information on cases is recorded promptly and accurately
8. To organize and maintain archive of electronic case files.

Finance Responsibilities

9. To assist the CEO/senior solicitor, as required, with Legal Aid Agency audits and any statutory reporting requirements
10. To undertake day to day bookkeeping duties including processing payments and bank transfers
11. To draft invoices and ledgers and maintain up to date financial records

12. To assist with regular reporting to grant funders, regulatory bodies etc
13. To draft and update financial ledgers of disbursements, client account and office accounts
14. To organize and maintain financial and regulatory documents including the archive of these
15. To assist with the administering of PRCBC's income and expenses and to assist in the preparation and monitoring of periodic budgets.

Supporting Volunteers and Consultants

16. To provide induction and support to new volunteers and consultants
17. Together with our consultants to assist the CEO in the administration of our monthly Saturday pro bono casework.

General Duties

1. To manage incoming and outgoing legal and other general post in line with PRCBC office procedure
2. To photocopy and scan correspondence, documents, court bundles and other documents as required
3. To oversee and update PRCBC's case management system and comply with other procedures as required by regulatory bodies and PRCBC
4. To comply with all relevant data protection legislation including collecting relevant consents and permissions
5. To adhere in full to PRCBC's policies and procedures
6. To undertake any other duties as may be reasonably required by the CEO.

Professional Development

1. To learn and receive training
2. To receive regular supervision and support on all aspects of PRCBC work from the CEO/senior solicitor
3. To keep up to date with regulatory changes including financial policy and procedures and attend relevant training as agreed in supervision with the CEO/senior solicitor
4. To discuss regularly with CEO/senior solicitor job performance and personal career development and participate in annual appraisal.

Performance Standards and Compliance

1. To support and ensure a very high standard of service is provided to young people and third parties
2. To learn PRCBC's work and procedures and to perform them competently and reliably
3. To deal with all enquiries politely, tactfully, and efficiently
4. To comply with and help to implement PRCBC's manual and policies including PRCBC's Equality and Diversity Policy and Safeguarding and Child Protection Policy and Procedures
5. To comply with the developing work and policies of PRCBC and the main aims of the role
6. To act in an ethical manner that upholds the good reputation of PRCBC.

PERSON SPECIFICATION

Essential Criteria

The successful applicant will have the following qualifications, skills, abilities and experience.

Skills

1. Excellent organisational skills, including maintaining electronic filing systems.
2. Ability to communicate with people at all levels clearly in writing, in person and on the telephone.
3. Excellent IT skills, including ability to work with a case management system, as well as confidence in using other IT applications and Microsoft/Apple software, such as Outlook, Excel, Adobe e-bundling, Zoom.
4. Familiarity with bookkeeping packages such as QuickBooks or ability to learn and be trained.
5. Excellent organisational and time management skills, including ability to work under pressure and to tight deadlines without compromising standards.
6. Sufficient ability to complete Legal Aid Agency public funding and costing forms, time recording, petty cash, and billing.

Abilities

7. Ability to work well as part of a team and form effective working relationships with others
8. Ability to work on own initiative, manage a busy workload, meet deadlines, and manage priorities
9. At all times to use reasonable care, skill, and diligence
10. Ability to use initiative, be flexible and prioritise between competing tasks
11. Ability and willingness to work one Saturday a month and outside usual office hours as necessary
12. Ability to work under pressure and to tight deadlines
13. Ability to build good working relationships e.g., with colleagues, referral agencies, third parties and volunteers
14. Ability to work on your own for long periods as well as to work cooperatively and collaboratively as part of a small team
15. Willingness to undergo periodic Enhanced Disclosure and Barring Service (DBS) checks.

Experience

16. Minimum 1 year legal and finance administration experience
17. Experience of working in a supporting role within a charity
18. Commitment to social justice and to working in the field of children's rights
19. Commitment to a high quality of client care and ability to work in a respectful and compassionate way with colleagues, clients from a wide range of cultural, ethnic, and educational backgrounds and with a range of different needs
20. Willingness to learn and develop skills quickly, and to recognise limitations of own experience and knowledge and ability to learn from mistakes.

Desirable

21. Experience in managing yourself and others
22. Experience of completing Legal Aid Agency public funding forms and legal aid work

23. Experience with bookkeeping packages
24. Understanding of legal aid practice
25. Experience of using legal case management systems

Conditions of Employment - main terms

The post-holder will be based at PRCBC's office in Hammersmith, London.

This is a full-time post (35 hours a week) but with flexibility to work 4 days a week.

There may be an opportunity to work from home once a week after a period of induction and training.

Holiday entitlement will be 25 days a year plus public holidays (pro rata if 4 days per week).

All appointments are subject to a 6-month probationary period.

Level of responsibility: the post-holder will report to and be accountable to PRCBC's CEO/Senior Supervising Solicitor.