



**Chambers Administrator (1777)**  
**£ subject to experience**  
**1 Hare Court**  
**London**

1 Hare Court is an outstanding family law set with unrivalled expertise in relationship generated disputes. Chambers traces its history back more than 200 years. Chambers is the centre of specialist divorce advice and representation and consists of 47 barristers: 14 silks and 33 juniors all with strong academic and professional credentials. It has the greatest concentration of specialist matrimonial KCs in the country.

Chambers now seek a Chambers' Administrator to provide full support with the smooth running of chambers, assisting and overseeing all administrative functions.

Salary is subject to experience and chambers will consider candidates with extensive experience as well as those seeking an opportunity to progress their career further.

**All applicants are requested to complete an Equality, Diversity & Inclusion form, available upon application.**

**Overview**

The Chambers' Administrator will provide overall administrative support to Chambers' Management including finance, facilities, pupillage, the library, IT and other general admin support.

**Key responsibilities**

**Finance:**

- Chambers' Accounts using Quick Books
- Managing creditors
- Payment of supplier invoices
- Monthly invoicing for rent and fees
- Managing direct debit collection
- Cashflow
- Cap tracking

- Preparing budget for approval
- Monthly analysis of income and expenditure compared to targets.
- Monthly bank reconciliation.
- Preparing books for accountants.
- Dealing with C Hoare & Co on all banking matters.

**Library:**

Ordering yearly publications FCP, @aGlance, @eglance, Capitalise, FRP etc

**Pupillage:**

- Assisting with mini pupil applications and all correspondence.
- Assisting with Pupillage applications, correspondence

**Facilities:**

- Liaising with landlords re lease
- Health and safety officer, ensuring compliance.
- Overall maintenance of the building, external and internal.
- Arranging internal redecoration.
- Sourcing and engaging external contractors.
- Maintenance of the chambers telephone system.
- Liaising with the landlord regarding Fire regulations.
- Negotiating with utility suppliers.
- Maintaining Paxton fob system
- Ensuring facilities are safe and compliant

**IT:**

- Liaising with contracted I.T. Support
- Dealing with day-to-day issues ensuring they are resolved in the best possible time.

**General Admin Duties:**

- Maintenance of the QPM
- Liaising with consultants to bring all policies up to date
- Maintaining self accreditation with the BSB
- Bar Mutual Indemnity insurance and Practising Certificates.
- Managing Data Protection registration.
- Creating agendas and attending all committee meetings.
- Chambers Insurance

We are committed to equality and to fostering diversity in our profession.  
We will treat everyone equally and irrespective of their age, background, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity status, race, religion or belief, sex, or sexual orientation.

For all enquiries please contact:

**ABC Chambers Solutions LLP - 0203 890 8190** - 38 Chancery Lane, London, WC2A 1EN

To apply for this role please e-mail a comprehensive CV and covering letter to one of the [team](#) or contact them directly for a confidential discussion:

Elliott Rogers - [elliott@abcllp.com](mailto:elliott@abcllp.com) - 02038908190 - 07402424414

Erin Mansfield – [erin@abcllp.com](mailto:erin@abcllp.com) - 02038908190 – 07871180143

**All third-party applications will be forwarded to ABC Chambers Solutions.**