



Job Description

Job Title: Administration & Accounts Junior

Reports to: Chief Executive and Administration & Accounts Manager (Line Manager)

Required: 5 days a week, 9am-5:30pm. There is an opportunity to work from home for one day per week if desired (and subject (a) to completion of probationary period and (b) to the overriding needs of Chambers).

Salary: Competitive

Job Summary

As an Administration and Accounts Junior, you will join our busy set of Chambers and be responsible for the smooth running of the day-to-day administration. Although the role is predominately administration, you will also be required to work with the accounts team to assist them with general accounting duties. The position will be vital to members of Chambers, the Chief Executive, and the rest of the staffing team.

Key Responsibilities and Duties

The Administration & Accounts Junior duties will include (but not limited to): -

Marketing/Events/Social Media

- Updating the website including member bios etc, and posting content on LinkedIn and X (Twitter)
- Supporting client events (Summer Party/Practice Group events)
- Supporting Chamber events (quiz night, Christmas dinner etc)
- Assisting the Chief Executive with marketing initiatives for Chambers and members
- Organising podcasts/webinars etc
- Monthly audit of client relationship database ensuring that client information and movements have been updated
- Ordering Chambers promotional merchandise such as pens, umbrellas, etc.

Administration

- Setting up internal/external online meetings
- Ordering stationery and kitchen/bathroom supplies for Chambers
- Assisting members and staff with IT issues - first point of call with IT company
- Organising in-house training for members/staff when necessary (GDPR/Diversity etc)

- Assisting with new suppliers when current contracts are ending, i.e. phones, photocopiers, etc and maintaining existing relationships with suppliers (library, stationery, etc)
- First point of contact with Chambers suppliers and other service contracts
- Ensure library management resources are up to date
- Shared drive management, organisation, and updating
- Liaising with Middle Temple regarding maintenance and repair of common areas, i.e. fire drills, decoration, plumbing, electrical, etc
- Dealing with building security (replacement security cards for members and staff)
- Organising storage and disposal of confidential documents
- Overseeing health and safety needs (training, keeping a register of incidents, stocking first aid kit, etc)
- Assisting with all membership and association renewals

Accounts

- Entering creditor invoices and statements to Xero Accounting software
- Maintenance and updating of CFA case statuses
- Updating the CCMS (Legal Aid Agency Online Portal)
- Process incoming remittances for all members of Chambers
- Collating and applying PO (purchase order) numbers to fee notes
- Where applicable, assisting with the fee collection process
- Production of various reports through LEX and Excel

Person Specification

The successful candidate will be able to demonstrate and also show that they are confident in meeting all of the key responsibilities above. They will also need to demonstrate attention to detail, the ability to work well in a team and with clients, and show experience in delivering a high-quality service. This is a fast-paced environment, so excellent organisation and time management skills are essential, as well as the ability to cope well with pressure. This is an entry level position and full training will be given.

- Confidence/experience in learning new software skills
- Experienced using LinkedIn and X (Twitter) in a professional capacity
- Excellent knowledge of MS Office (Word, PowerPoint and Excel)
- Experience using video communication services such as Zoom and MS Teams
- Strong administrative skills
- Strong written and oral communication skills
- Ability to work independently and as part of a team

Benefits

Following successful completion of probation, benefits will include:

- 22 days holiday, plus bank holidays
- Private pension
- Discretionary year-end bonus

- One day per week working from home

Lamb Chambers is committed to promoting and advancing equality and diversity and to providing a working environment in which all individuals are treated equally. Chambers does not discriminate against members, pupils, staff, applicants or clients on the basis of race, colour, ethnicity, nationality, sex, pregnancy or maternity, disability, sexual orientation, gender reassignment, marriage or civil partnership, religion, belief or age.

To apply, please email recruitment@lambchambers.co.uk with an updated copy of your CV and a covering letter.