

**Full-time Administrator for the Commercial Bar Association (COMBAR)**

The Commercial Bar Association (COMBAR) is looking for an experienced full-time senior administrator starting in February or March 2022. There will be approximately a four month handover period.

The main duties of the administrator over the course of the year include

* Support to the officers
  + Providing general support to the Chair, Vice-Chair, Secretary and Executive Committee
  + Minuting the Executive meetings (held monthly) and sub-committee meetings
  + Co-ordinating the administration of monthly continuing professional development lectures including email advertising, reminders and booking of venues
  + Assisting in the preparations for the AGM (end July).
  + Communicating with Court, regulatory, governmental and representative bodies in response to queries about consultations, events, schemes and other business
* Membership management
  + Managing the annual COMBAR membership renewals and subscription payments (November)
  + Dealing with membership applications in collaboration with the Secretary of COMBAR
  + Maintaining contact lists of members and Honorary Overseas Members
  + Co-ordinating the international grant programme for Junior COMBAR members
  + Working with Inner and Middle Temple on the student scholarship Programme
* Event management
  + Assisting the relevant sub committees in organising the annual overseas North American Meeting (June) and India Roundtable Meeting (September)
  + Organising and booking travel arrangements for VIP guests for these events
* Administration
  + Assisting the relevant sub committees in managing the website, posting news, recordings and events
  + Providing input where necessary to the eNewsletter for distribution to the membership
  + Liaising with the COMBAR accountant in the preparation of the end of year accounts and annual budget
  + Being responsible for ordering stationery, office insurance etc, as and when required
  + Communicating via email or phone with enquiries from the COMBAR membership or general public

Reporting to the Chair, Vice-Chair and Secretary of COMBAR, the ideal candidate should accordingly have the following:

* Proven senior administrative experience
* Strong organisational and planning skills
* Excellent time management skills and the ability to multi-task and prioritise work
* Ability to work independently without supervision
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Knowledge of office management systems and procedures
* Proficiency in the MS Office suite of software
* The ability to work comfortably under pressure
* Experience of liaising with senior members of the legal profession both in the UK and abroad
* Basic book keeping skills working alongside the accountant
* Ability to manage budgets and communicate with the bank

The successful candidate will be entitled to private healthcare and 25 days paid holiday per annum.

Salary: £66,500 (basis five days a week) together with a pension contribution equivalent to 3% of salary.

COMBAR is willing to discuss the successful candidate working in part from home and in part from its offices at Outer Temple Chambers. COMBAR is also willing to consider a candidate who wished to work four days a week, provided that there was flexibility at certain specifically identified periods of the year.

Please send a covering letter and recent CV to Veronica Kendall at [admin@combar.com](mailto:admin@combar.com). The deadline for applications is **5pm, Friday 3 December 2021**. The successful candidates will be shortlisted and interviews will take place in December 2021/early January 2022.