

We are seeking an enthusiastic and proactive Legal Practice Manager to support the Directors in the day to day running of our practice. The opportunity has arisen due to retirement. The position is part time hours (3.5 days a week).

As the Practice Manager, you will report to the Directors, taking on a wide range of tasks to facilitate the delivery of the firms' services. This is a hands-on role which requires excellent communication and organisational skills and the ability to find solutions to problems, as well as the ability to thrive under pressure.

The candidate will have an understanding of the Solicitors Regulation Authority regulations and the ability to plan and prioritise work to ensure deadlines are complied with in a timely manner, and to actively contribute to the success of our firm.

The Role

You will be responsible for a variety of tasks, including but not limited to the following:-

- The renewal of annual Practising Certificates
- The renewal of our Solicitors Professional Indemnity Insurance.
- The renewal of Legal Aid Contract
- The renewal of our Special Quality Mark membership
- CQS membership application
- To manage and maintain Lender Panel memberships
- Dealing with file reviews
- Preparing reports, documents, minutes and correspondence as well as taking notes at meetings and ensuring that all are shared and saved appropriately.
- Maintaining the firm's website
- Updating office policies and procedures
- Identifying and mitigating potential risks to the firm

This role is a challenging and rewarding role with the opportunity of being an integral part of a successful practice.

Please send your CV and Covering Letter to:- colettefletcher@llew-jones.co.uk and chloeroberts@llew-jones.co.uk

Closing date: 12pm on Friday 31st May 2024

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🏠 Barclays Bank Chambers, Clwyd Street, Ruthin, Denbighshire LL15 1HF 🏠 **Siambrau Banc Barclays, Stryd Clwyd, Rhuthun, Sir Ddinbych LL15 1HF**

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Directors / [Cyfarwyddwyr](#): Colette Andrea Fletcher LLB (Hons) •• Delyth Geraint Williams LLB (Hons) Chloe Louise Roberts LLB (Hons)

Consultant solicitor / [Cyfreithwyr ymgynghorol](#): Dion ap Geraint Williams LLB (Hons)

Solicitors / [Cyfreithwyr](#): Nesta Myfanwy Davies LLB (Hons) Nerys Wyn McKee LLB (Hons) ▲

Practice Manager: Janet Pealing Paralegal: Bethany Longmuir [O.Inst.Pa.](#)

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