

Practice Manager

Salary: Competitive and commensurate with experience.

Other benefits include Life insurance and Critical illness insurance as well as flexible working (including hybrid working) upon satisfactory completion of the probation period.

Holidays: 33 days holiday inclusive of bank holidays.

Location: Loughborough (we also have an office in Leicester)

Contract: Full time/ Permanent.

About Us

We are an established multi-disciplinary High street law firm with a workforce of around 45 persons. We undertake both legal aid work and private work with our main areas of practice being conveyancing, family (private and public), wills and probate, criminal defence, and professional discipline/regulatory litigation. We are a modern, progressive law firm with progression opportunities across the firm.

The Role

We are looking for a **Practice Manager** to oversee the day-to-day business operations and administrative functions of our firm. You will work closely with the firm's Directors and Management team to drive best practice, implement efficient processes, support staff, and ensure compliance with regulatory standards.

Key Responsibilities

- **Operations:** Managing daily office functions, facilities, and general administration to ensure a smooth-running practice.
- **Financial Oversight:** Monitoring the financial performance of the firm, budgeting and payroll.
- **Team Management:** Supervising administrative support staff and coordinating team resources, workflows, and deadlines.
- **Compliance:** Supporting the COLP and COFA on regulatory and risk matters. Ensuring implementation and adherence to firm policies and regulatory requirements.
- **IT:** Providing IT support and maintaining legal software systems (all with the assistance of an external company).
- **Client Care:** Maintaining high standards of client service and acting as a point of contact for external suppliers and queries.

Requirements include:

- Proven experience as a Practice Manager or in a similar senior administrative role.
- Strong understanding of law firm operations, billing, and compliance.
- Excellent organisational, communication, and interpersonal skills.
- Familiarity with Lexcel, SRA, Law Society and Professional Indemnity requirements/regulations.
- Proficiency in Microsoft Office and legal practice management software

How to Apply

Please submit your CV and a brief covering letter outlining your relevant experience and salary expectations to Jane Ball – HR and Marketing Manager – jball@strawandpearce.co.uk