**Job Description:**

**Administrator**

**Full Time Position**

**Salary: £27,000**

**Job Purpose:-**

To ensure the smooth and efficient running of a small, but expanding, civil liberties and human rights legal aid law practice by providing a range of administrative and operational support.

**Duties:-**

**Administration**

* Provide administrative support to ensure efficient operation of the office
* Deal promptly and effectively with incoming and outgoing communications e.g. telephone calls, emails and post.
* Handle administrative requests and queries from staff members
* Calendar management e.g. event scheduling, arranging meetings, organising rotas etc.
* Ensure that office procedures are kept in accordance with best practice requirements by keeping abreast of developments in practices relevant to the Firm
* Develop and implement new procedures and policies
* Maintain up-to-date records of Firm’s external contractors, suppliers and partners

**Human Resources**

* Assist in the maintenance of all staff personnel records; to include holiday and absence management and record keeping.
* Coordinate training and development policies within the firm.

**Office**

* Use a range of office software; spreadsheets; elements of Legal Case Management database to improve operational systems, standards and policies.
* Ensure a safe and positive work environment for all staff and visitors alongside the Practice Manager
* Ensure all IT and office resources are adequate, efficient and promptly maintained alongside the Practice Manager and the firm’s external IT supplier.
* Ensure IT hardware and software licences are up to date and adequate alongside the Practice Manager and the firm’s external IT supplier.
* Liaises with Building Managing Agents/ Freeholders concerning the firm’s premises, as required

**Procurement**

* Assist with procuring the necessary business and professional insurance policies within set budgets alongside the Practice Manager
* Assist with obtaining necessary computer hardware, software and other items

**Regulatory /Audit**

* Assist with applying for Practicing Certificates; arranging training contracts and other regulatory record keeping.
* Ensure continued registration with Information Commissioners Office
* Assist with maintaining and updating the established Office Manual and associated firm policies within the firm

**Financial Management**

* In conjunction with the Practice Manager develop and ensure sound financial policies and systems within the firm; setting and monitoring of a comprehensive annual and 3-year Budget.
* Monitoring and preparing monthly and quarterly financial reports for presentation to the Directors to include but not limited to income and expenditure; cash-flow forecasts; quarterly variance reports and aged debtors reports to aid financial management of the firm.
* Manage the day to day book-keeping and monthly reconciliation alongside the external book keeping consultant and Practice Manager
* Assists and deputise for Compliance Officer for Finance & Administration
* Supports bookkeeper with Legal Aid Agency submissions
* Liaise with external Accountants to the firms periodically and in completion of annual audit and preparation of Annual accounts and reports.