



**MATTHEW GOLD  
& Co. LTD.**  
SOLICITORS

Job Advert – Practice Manager

Full Time Position

Salary: Competitive salary on offer for the right candidate.

This is a great opportunity to join a Legal 500 and ever expanding legal practice as Practice Manager. The firm specialise in public law and human rights, civil actions against the police and other public bodies, inquests and community care/migrant rights cases. We are a firm made up of campaigning lawyers with a commitment to social justice issues and legal aid.

This role forms part of the firm's management team and is intrinsic to its success. It provides an exciting opportunity for the successful applicant to lead Business operations, procedures and the business support team across our two offices in Sussex and London. You will undertake the role of Senior Responsible Officer in relation to the firm's accreditation process and Deputy Compliance Officer for Finance and Administration.

The successful candidate will be highly organised with sound financial literacy and solid commercial awareness. They will have experience in maintaining accreditations; procurement and recruitment processes and working within a regulatory framework. Working knowledge of the Solicitors account rules and associated office procedure is essential. Previous experience in a civil legal aid firm and of the requirements of LAA contracting would be a significant advantage

Please see our website for the job description, person specification and to apply –  
[www.matthewgold.co.uk](http://www.matthewgold.co.uk)

Closing date: 16 October 2017