

Practice Manager We are currently recruiting for a Practice Manager/Accounts person to join our busy team in Bradford on Avon.

Full time 9am to 5.30 with an hour for lunch, but could be negotiated. Salary to be negotiated depending on experience. Duties to include:-

1. Working alongside remote accounts staff as appropriate but ideal to have legal cashier experience.
2. Overseeing daily operations of the practice
3. Holiday cover for accountant.
4. Compliance; CQS reaccreditation annually, PI renewal annually.
5. Liaising with IT support.
6. Approving staff holidays and maintaining holiday chart, working out staff holiday entitlement.
7. Recruiting, training and supervising administrative staff Placing job adverts on website and Indeed
8. Dealing with new contracts for equipment e.g. copiers/telephones
9. Dealing with premises/maintenance etc.
10. Organising coffee/tea/toilet roll supplies
11. Dealing with staff issues/appraisals.
12. Fire Alarm Testing
13. Mortgage panel maintenance.
14. Enforcing health and safety regulations

For more information please contact HR@mccloylegal.com