

Our barristers and staff adopt a professional, progressive and friendly approach. In three years, we have gained eleven silks and won twenty-four awards and we were one of the first sets to receive the Bar Council's Certificate of Excellence for Well-being.

We are seeking to recruit a clerk to join our flourishing staff team. Applications are welcomed from clerks of at least five years' standing or candidates who can demonstrate that they have gained the skills and experience commensurate with such standing over a shorter period of time in a clerking role.

The principal elements of the role are:

- Case administration including processing case data on LEX.
- Diary management.
- Liaison with instructing solicitors and counsel over case administration.
- Forward planning for billing purposes.
- Collection of billing information.
- Liaison with the client care and fees teams.
- Very occasional printing, scanning, copying and/or collating material received electronically.
- Marking off papers for return to instructing solicitors or confidential destruction.
- Attendance at chambers' promotional functions.

The successful candidate will have the following:

- A Level qualifications or higher.
- Familiarity with LEX or MLC.
- Facility with the Microsoft Office suite of programmes.
- Excellent interpersonal skills.
- An excellent telephone manner.
- The ability to concentrate in a busy open-plan environment.
- The ability to handle competing demands and to prioritise effectively.
- An attention to detail and the ability to process data accurately.
- Maturity allied with intelligence and common sense.
- A positive attitude and pro-active, client-focused approach.
- Strong communication skills with an understanding of the importance of clear communication.
- A commitment to equality and diversity.

A competitive salary commensurate with experience is offered together with free gym membership, an interest-free travel loan and membership of the staff life assurance and pension schemes. Applications supported by CVs should be sent to jfarrell@serjeantsinn.com by Friday 1st March 2019.

Chambers undertakes all recruitment in accordance with its equality and diversity policy.