

## Legal Practice Manager: London

<b>Experience level:</b>	Experienced practice manager (preferably in a law firm environment)
<b>Term:</b>	Permanent
<b>Working hours:</b>	Part time (2-3 days/week full time equivalent) with potential for increased days depending on candidate
<b>Location:</b>	London (but consider remote, dependent on candidate)
<b>Salary and benefits:</b>	Competitive, dependent on candidate qualifications

### About Lux Nova

Lux Nova Partners is a unique kind of law firm. We are currently a team of 8 partners based in central London (St. Pancras), having established ourselves in July 2015 to meet a gap in the market for dedicated “green” and innovative energy lawyers. We have rapidly developed the firm since its inception and are now looking for a Practice Manager to join us as part of our strategic growth plans.

We only act in the clean energy sector yet we have an excellent and growing client base, a broad variety of work, and a modern approach to business.

Our practice covers all legal aspects of sustainable energy and electricity, acting and fundraising for clean technology companies and environmentally compatible energy schemes and advising on policy and regulation. We advise on the wide range of issues facing energy consumers, scheme developers and funders, including environmental, regulatory, construction, corporate and project finance.

Our clients span the entire energy market – government agencies responsible for developing policy and overseeing its implementation, electricity generators charged with producing low emissions power, developers and investors seeking opportunities in emerging markets and property developers required to deliver low or zero carbon housing and commercial developments. We also advise major industrial and commercial energy users on the on-site generation and off-site purchase of low carbon energy. The majority of our work is UK based. However, we have strong footprint in Middle East and Africa, including through partnerships with other law firms.

As a team of energetic, environmentalist lawyers, we are always looking for ways to improve on what has been done before. That has been recognised in accolades such as Business Green Leaders Law Firm of the Year Award, Infrastructure Journal Renewable Energy Project of the Year (Middle East), Consultancy Project of the Year, ADE Consultancy of the Year 2018 and ranking amongst the top renewable energy practices in Legal 500 and Chambers & Partners and appointments to support Government on delivery of various low carbon policies.

We value team work, flexible thinking and a genuine commitment to working in the renewables sector.

## Equal opportunities statement

Lux Nova strives to be an equal opportunities employer and is committed to diversity amongst its staff and members, including supporting flexible working. We therefore encourage applications from women, people of minority ethnic origin, people with disabilities, and LGBT+ candidates, as well as candidates from other groups which are underrepresented in the legal sector.

## Job overview

We are looking for a personable, resourceful, bright and confident individual with solid practice management experience. This should include: day-to-day accounts, SRA compliance, office administration and potentially business development.

You would be working as part of a committed, inspired and friendly team.

## Key responsibilities:

- **Legal compliance** (e.g. assistance with client onboarding, including KYC checking and subsequent file closure, file reviews for COLP and COFA due diligence, reviewing and updating firm policies, assisting with training and recording and collating CPD records, keeping up to date with changes to SRA Handbook and implementing necessary changes in policies, practice, maintaining registers (eg breaches, undertakings, etc)).
- **Accounting and financial compliance** (e.g. ensuring compliance with Solicitor's Accounts Rules, day to day processing of office and client account postings, managing disbursements and expenses, reconciling bank accounts with firm's practice management software, maintaining client ledger cards and monthly client matter balances, assisting with VAT returns, working with the firm's accountants to provide documentation for annual accounts and returns, chasing unpaid bills).
- **Firm admin** (e.g. maintain records of insurance and assisting with renewals, tracking day to day expenses and outgoings, checking post and scanning, office equipment and stationary, assisting with IT and practice management system, processing monthly salaries, assisting with benefits and new joiner training and admin).
- **Business development** (e.g. assisting with review of website, production of marketing materials and tenders, maintaining memberships, tracking events, assisting with organising LNP events)
- **Office move** (assisting in locating potential office space, organising office fit out and move)
- **Project manage new initiatives** (assisting in taking forward firm-wide initiatives and projects e.g. achieving B-Corp certification)

## Essential skills and experience:

- Resourceful and self-motivated
- Strong experience of day to day legal practice management
- Strong accounting skills
- Ability to think innovatively and assist in streamlining the day to day working of the firm

- Proactive and willing to “think outside the box”
- A team-player who works in a professional and open manner and shares information with others
- Excellent attention to detail
- Keeps up to date with SRA rules and practice

### **Career Advancement**

Dependent on the candidate and the firm’s growth.