

Clerk

Salary: in the region of £35,000 - £38,000 per annum, depending on experience

Chambers of John Gardiner KC - 11 New Square Chambers, London

Deadline: Friday 22nd March 2024

11 New Square is a leading set of barristers' chambers specialising exclusively in tax law. Our Members advise and act in relation to all aspects of tax law and in all Courts and tax tribunals in the UK as well as in several other jurisdictions. Members are instructed by the large accountancy practices and the largest UK and international law firms in relation to significant advisory and litigation matters.

Our highly efficient and approachable clerking team are experienced and dedicated to providing high standards of service to clients and members. Chambers is an excellent place to work and our friendly members and staff are committed to equality and fairness in all aspects of their work.

The Role: Clerk

Reporting to the Senior Clerk, your duties would include diary and practice management such as (i) entering new cases onto the LEX system; (ii) maintaining existing records; (iii) chasing aged debts; (iv) fixing hearings and conferences in the diary; (v) listing cases in the various Courts and Tribunals; (vi) contacting solicitors to chase outstanding papers, and (vii) assisting with fee negotiation and allocation of counsel in consultation with the Senior Clerk.

This crucial role within a small clerking team requires an individual with the confidence to work on their own initiative, excellent communication skills and the ability to prioritise tasks. The role also requires excellent IT skills as the individual will be responsible for much of chambers digital marketing.

The ideal candidate will have at least two years relevant experience and will require a can-do and positive attitude in assisting the Senior Clerk with the smooth running of all aspects of chambers.

To apply please send a CV and covering letter to the Senior Clerk, Tom Rook tom.rook@11newsquare.com . Please ensure your covering letter sets out your suitable experience and current remuneration package.

For additional information on the role, please contact Tom Rook on 020 7242 4017 or tom.rook@11newsquare.com