



Practice Manager (maternity leave cover)
Salary: £40,000 - £50,000 p/a (DoE), plus benefits
Experience: 5 years plus

Five Paper is a modern, specialist set of Barristers' Chambers based in Temple. Our core practice areas are split between two divisions, Commercial and Property. The Commercial division includes, Insolvency and Company, Banking and Finance, Civil Fraud, Business Immigration and Regulatory and Employment. The Property division consists of, Social Housing, Landlord and Tenant, Real Property, Public Law and Private Client.

Chambers are recruiting a Practice Manager, on a temporary contract basis for maternity leave cover (up to 12 months), which will ensure the client service at Five Paper remains to a high standard. The candidate will be a forward-thinking individual, who can work well under pressure, have a desire to learn and develop their career as a barrister's clerk, to complement our dynamic team.

The overall function of this role is to efficiently assist the Director of Clerking, and other members of the clerking/practice management team, to manage Chambers, and the practices of all members, whilst providing an excellent service to clients by maintaining Chambers' extremely high standards.

Duties include, but are not limited to:

- Diary and practice management (including booking Counsel, monitoring paperwork and deadlines).
- Fee negotiation.
- Billing.
- Supervising and assisting the Assistant Practice Manager and Junior Clerk as required.
- Liaising with Instructing Solicitors and clients.
- Entering and processing instructions and briefs received.
- Monitoring the clerks room inbox for e-mails received and distributing/dealing accordingly.
- Liaising with the High Court, County Court, and other relevant courts or tribunals, regarding hearing dates, listings or requesting further information.
- Maintaining excellent client service.
- Business Development, including attendance at client events when required.

To apply for this position, or if you would like further information regarding this vacancy, please forward a covering letter outlining your suitability for the role, along with your CV, or query, to our Director of Clerking, David Portch. (davidportch@fivepaper.com)

Closing date for applications is 5pm on Friday, 11 September 2026.