

OMNIA CHAMBERS

ASSISTANT CLERK JOB DESCRIPTION

ABOUT OMNIA:

Omnia Chambers is committed to fostering a collegiate, vibrant and modern working environment for both our barristers and staff.

ABOUT THE ROLE:

Primary responsibilities include supporting the Senior Clerk to ensure the efficient operations of the floor, with a focus on managing chambers' finances and other back of house functions. We anticipate that these duties will include:

- Coordinating CPD events, floor functions, and networking events
- Assisting with business development and marketing initiatives
- Managing LinkedIn, website updates, and chambers communications
- Maintaining chambers databases, filing systems, and records
- Handling telephone and email enquiries professionally
- Arranging couriers, filing, and delivery of court materials
- Assisting the Senior Clerk with barrister allocation and briefing enquiries
- Maintaining strong relationships with solicitors and professional clients
- Monitoring expenses against chambers' budget and providing budget assistance e.g. monitoring cash flow
- Liaising closely with the bookkeeper and clerking team to ensure accurate billing, payment allocation and reconciliation
- Coding transaction lines in the Xero billing report
- Assisting with the issuing of monthly floor fee invoices for barristers
- Maintaining accurate records of fee recovery activity and payment status
- Ensuring invoices are processed and paid promptly