
Assistant Practice Manager

Tanfield Chambers, London

Competitive salary, bonus and benefits

Tanfield Chambers is one of the UK's leading property and commercial sets. Recognised by the legal directories as a market leader across its core practice areas, Chambers combines outstanding legal expertise with a strong reputation for client service and teamwork.

We are seeking an **Assistant Practice Manager** to join our highly regarded Practice Management Team. Reporting to the Senior Practice Managers, the successful candidate will support the management and development of barristers' practices while delivering a professional and responsive clerking service to clients and members of Chambers.

Key Responsibilities

- Managing barristers' diaries, hearings, conferences and professional commitments.
- Accepting and processing new enquiries and instructions.
- Liaising with solicitors, professional clients, courts and members of Chambers.
- Assisting with work allocation and fee negotiations.
- Supporting practice development meetings and business development initiatives.
- Building and maintaining strong client relationships.
- Supervising and supporting Practice Assistants.
- Maintaining accurate records using Chambers' LEX management system.
- Supporting the effective and commercially focused management of members' practices.

Person Specification

The successful candidate will have previous experience in a clerking, practice management or professional services environment and will be:

- Highly organised with excellent attention to detail.
- Proactive and able to manage competing priorities.
- A strong communicator with excellent interpersonal skills.
- Commercially aware and client focused.
- Able to work effectively as part of a busy team.
- Competent in Microsoft Office applications.

This role would suit an experienced Junior Clerk seeking progression or an existing Assistant Practice Manager looking for their next challenge within a leading set of Chambers.

Application period

The application period is now open and closes at midnight on Friday 11th September. Applications will be assessed on receipt and Chambers reserves the right to close the recruitment process early once a suitable candidate has been identified.

To apply

Please send your CV and a cover letter of up to two pages long setting out how your experience reflects the role as set out in the Job Description, to Deborah Haigh at administration@tanfieldchambers.co.uk by midnight on Friday 11 September 2026.

Applications will be reviewed on a rolling basis, and we reserve the right to close the vacancy early if sufficient applications are received. Interviews may take place before the closing date, so early applications are encouraged.

We are an equal opportunities employer, and we welcome applications from neurodiverse and disabled candidates, including those with non-visible disabilities, and will make reasonable adjustments throughout the recruitment process where required.