



temple garden
chambers

CLERK REQUIRED
SALARY NEGOTIABLE

Temple Garden Chambers is a leading common law set based in London and The Hague. With excellence from top to bottom Chambers provides a first class service in a number of different fields. We are seeking to recruit an exceptional person to join our busy clerks' room. The role would suit someone with in the region of five years experience.

This is a highly pressurised role and the successful candidate must be able to cope with the demands of a busy and varied workload.

Candidates must demonstrate:

- Excellent communication skills, both written and oral
- Ability to work as part of a team including managing more junior staff members
- Appreciation of the critical importance of attention to detail
- Capability of working under own initiative
- Proven track record in similar or comparable role

Duties will include:

- Diary management – including agreeing brief fees at all levels
- Providing figures for costs budgets, and costs negotiations
- Rendering and chasing of fees
- Fair allocation of work
- Attending internal and external chambers events
- Participating in practice reviews
- Pro –active Business development
- Supervision and mentoring of junior staff

Curriculum Vitae along with covering letter should be sent by Friday 1 December 2023 to:

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Chambers is an equal opportunity employer

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