



temple garden  
chambers

**CLERK REQUIRED**  
**SALARY IN REGION OF £32,500**  
**FLEXIBLE WORKING HOURS**

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 2-3 years clerking 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
- 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 12 January 2024 to:

Nancy Rice  
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**Chambers is an equal opportunity employer**

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