



PALLANT
CHAMBERS

Pallant Barristers Chambers are recognised as one of the Leading Sets of Barristers Chambers in the South East of England. We are currently looking to recruit an Administrator.

The role will include:

- Updating Chambers accounts
- Budget control
- External credit control and credit management

Preferably, but not essentially, the ideal candidate will have worked in a solicitors office or barristers chambers. The role will suit an individual with good organisational and people skills who enjoys a varied work load.

The hours for this vacancy are negotiable but it is envisaged that between 20 – 25 hours a week will be required to fulfil this role.

Salary: upto £15,000 per annum

To apply, please write, attaching your CV, to Alister Williams, Pallant Chambers, 12 North Pallant, Chichester, West Sussex, PO19 1TQ. The closing date for applications is 2nd December 2011.

WWW.PALLANTCHAMBERS.CO.UK