

Karen Gratland

GENERAL INFORMATION

Key Objectives of the role:

- Banking of client monies, receipts and recording of all income received accurately
- Allocate payments from the Legal Services Commission to the correct account

Key responsibilities:

- Answer incoming enquiries for the company, dealing directly with queries relating to payments or banking
- Manage & organise own workload
- Assisting Barrister clients with enquires relating to payments received and banking
- Review and update or advise the company of ways systems can be improved

Reporting to:

The Senior Clerk

Contact:

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