

Job Canvas

Business Manager – Baches Solicitors LLP



OFFICE MANAGER

Summary

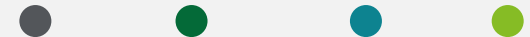
A business manager is crucial to the operation of the business of Baches Solicitors LLP. They will influence and lead business interactions between staff and clients, implement processes and operate within our infrastructure. Business managers are effective communicators and will be able to work with and on behalf of the partners.

A business manager will be both reactive and proactive in their role at Baches Solicitors LLP. A business manager will have 4 key roles:

- Performance management;
- Compliance and regulation;
- Line management of support staff;
- Business development and marketing

Outcomes they drive

- Maintaining Baches' brand and reputation as a solicitor of choice in West Bromwich and the Black Country
- Helping make Baches a great place to work for everyone who is part of our business
- Shaping a performance culture where everyone plays their part:
 - providing exceptional service to clients; and
 - making the business profitable
- Exploring and developing new opportunities that help Baches develop and expand in ways that meet our clients' and staff needs



BUSINESS MANAGER | A YEAR IN THE LIFE



DAILY TO WEEKLY

- Arrange daily stand up meetings (15 minutes) for staff as needed
- Collaborate with team leaders to develop solutions to problems
- Daily reporting to partners regarding financial matters
- Weekly debrief with partner/partners
- Management of all staff absences as they arise
- Compliance as and when necessary



MONTHLY TO QUARTERLY

- Review monthly financial position and report to partners
- Report to partners on any staffing issues that require approval
- Quarterly meeting with fee earners
- Quarterly meeting with support staff
- Quarterly meeting with HoD
- Produce management accounts as required by partners
- Liaison with payroll regarding salary adjustment
- Management of social media profiles
- Business development as it arises



YEARLY

- Complete and submit annual renewals and documentation
- Formally review and report on the year that was and the improvements you made, advocating your contributions, achievements and value delivered
- Conduct and participate in formal performance reviews, celebrating hard work, individual and team success
- Management of new starters and leavers

Typical Interactions

Interaction level

- Strong
- Moderate
- Light



Partners

- Reporting weekly on staff issues and complaints
- Monthly meetings regarding finances and governance



External advisers

- Financial advisers
- HR consultant
- Strategy consultant
- Payroll



Staff

- Collaborate with staff to develop a dialogue with them
- Management of staff absences for any reason

