



**Law Society
of Ireland**

**TEMPLATE
JOB SPECIFICATIONS
FOR LEGAL PRACTICE ROLES**





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INTRODUCTION

This document provides example Job Specifications for a number of common roles within a legal practice.

The templates are intended for practical guidance for firms, particularly smaller practices, when defining roles and responsibilities within their teams.

These examples are not prescriptive and should be adapted to reflect the specific structure, needs and working arrangements within each firm.

1: Legal Bookkeeper

[FIRM NAME] [FIRM LOCATION] has a vacancy for a full-time Bookkeeper in their firm. The successful candidate will be responsible for managing day-to-day bookkeeping functions within a fast-paced legal environment. This is an excellent opportunity for someone who is organised, detail-focused, and comfortable working independently.

About the Job:

- Bring accounts to trial balance
- Day to day responsibility for all accounts – both client and office ledgers
- Significant data entry – speed and accuracy essential
- All bank reconciliations to include client funds, debtors, creditors
- Review and issuing of client fee invoices
- Payroll including all Revenue reporting and submissions
- VAT returns
- Credit control
- Ensuring compliance with relevant accounting/regulatory requirements
- Staff financial queries and ad hoc reporting for Managing Partner

About the Person:

- Minimum of 2 years' experience in a similar role
- Previous experience in a legal practice is desirable but not essential
- Highly motivated, organized, individual who can work independently
- Highly developed organizational skills with an ability to complete tasks to tight deadlines
- Proven ability to take responsibility and act on own initiative
- Commitment to excellence and high professional standards
- Strong interpersonal and communication skills
- Appreciation of the sensitive nature of the information confidentiality and discretion at all times

What we offer:

- Full time permanent position
- Competitive salary, commensurate with experience
- Strong work life balance ethos
- Supportive and collegial work environment.
- Opportunity to develop and grow within an established practice

If you wish to apply for this position, please send your CV and cover letter to [EMAIL]

2: Legal Secretary

[FIRM NAME] [FIRM LOCATION], has a vacancy for a full-time Legal Secretary in their firm. The successful candidate should be experienced in audio typing, preferably with experience of digital dictation and be able to work to very high standards.

The role:

- File management – opening, closing and maintaining files. Familiarity with case management software is desirable; however, training will be provided.
- Document management - manage high volumes of typing letters and other documentation. Experience of digital dictation is desirable.
- Court administration - preparation of court documents and briefs, liaising with Counsel and Experts as required.
- Administration activities including filing, photocopying, answering phone / liaison with clients and experts and invoice management.

The person:

- Minimum of two years' legal secretarial experience is essential.
- Strong work ethic and commitment to high, professional standards.
- Ability to work well within a team with the ability to multi-task and prioritise.
- Ability to work in a fast-paced environment.
- Ability to use own initiative and manage time efficiently.
- Strong integrity and confidentiality
- Ability to learn quickly. Knowledge of digital dictation and case management software is desirable; however, training will be provided.

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3: General Practice Solicitor

[FIRM NAME] [FIRM LOCATION], is looking for a full-time Solicitor with a minimum of three years' post qualification experience to join our growing team.

The role:

- The successful candidate will work across a broad range of general practice matters, managing their own caseload and dealing directly with clients.
- The workload will include managing all aspects of property transactions and probate files. The role will also involve drafting proceedings and preparing cases for hearing and advising on [Family and employment law matters - Add or delete as appropriate]
- Proficient in Microsoft Office suite with experience of file management systems, the jobholder will ensure compliance with all relevant legislation and regulatory requirements.

The person:

- Qualified Solicitor admitted to the Roll of Solicitors in Ireland.
- Minimum 3 years' experience in a general practice.
- Experience in areas such as conveyancing, probate, family law, litigation, and general client advisory work.
- Strong organisational and communication skills.
- Ability to work independently and as part of a team.
- Professional, client-focused approach.
- Excellent business acumen including the ability to communicate legal advice in a concise, effective and understandable manner.

What we offer:

- Full time permanent position.
- Competitive salary, commensurate with experience.
- Strong work life balance ethos.
- Supportive and collegial working environment.
- Opportunity to develop and grow within an established practice

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This resource was developed by CascadeHR in consultation with the Law Society of Ireland.

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