

JOB DESCRIPTION

JOB TITLE	GM Practice
JOB LEVEL	Senior Management
JOB GRADE	11-12
DEPARTMENT	Admin
REPORTS TO	Managing Partner
REPORTING TO GMP	Senior Manager Accounts/Accounts Officer/Accounts Receivable/Accounts Assistant /Client Relationship Mgt Officer/ /Litigation clerks
LOCATION	Lagos
<p>JOB SUMMARY</p> <p>The GM shall be responsible for overseeing the implementation of the Firm’s strategic direction and managing the administrative operations of the Firm, including supervising all admin/support staff; evaluating and managing the Firm’s operations and information coordination; oversee the Firm’s finance department; assisting in the marketing of the Firm’s legal services and client’s relationship activities.</p> <p>The GM will report to the Board of Partners and will meet with them on a regular basis.</p>	
<p>MAIN TASKS/RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. The GM is expected to have a strong financial and management background and will be responsible for the overall financial planning and management for the Firm. 2. Oversee the activities of the admin/support arm of the firm and coordinate their activities and functions including presiding over meetings of all non-legal staff of the firm in the absence of the Managing Partner and Partner in charge of Admin. 3. Ensures the implementation of the firm’s business and operational strategies and policies by ensuring compliance with the firm’s processes and procedures. 4. Work with the Managing Partner in leading the process of aligning both the legal and non-legal staff towards the actualization of Firm’s objectives and strategic goals including goals on business development, clients onboarding, billing and transaction/case management strategies, transaction cycle management, etc 5 Work on internal financial controls regarding expenditures, receipts, budgets, payroll, financial reports, bank transactions, and other issues relating to finance and accounts. 6.Oversee the financial administration of the firm including managing cash-flow, credit control book-keeping, billing, bank account reconciliation, banking relations, billing, and debt recovery, administration of payroll, salaries & benefits payment to employees and ensure financial reports are upto date as and at when due. 7. Plan, implement and coordinate clients’ relationship management effort through the preparation and implementation of a well-coordinated plan aimed at ensuring the existence of good personal/business relationship between the firm and its clients. This includes but not limited to coordinated clients’ visits, satisfaction surveys, personalized client minding strategies, maintenance of good work ethics to achieve clients’ satisfaction, policy on quality assurance, etc 8. Plan, manage and safeguard the firm from all risks including reputational, financial, and regulatory compliance risks through coordination of activities that will mitigate such risks including overseeing timely payment of all taxes at federal, state and local government levels, maintaining appropriate insurance cover for both life and relevant non-life assets of the firm, oversee regulatory filings with PENCOM, Securities and 	

Exchange Commission, NSITF, ITF, amongst others

9. Establish and maintain good working relationship with representatives of all banks maintained by the firm for its business operations

10. Involve in the review of the firm's policies and procedures from time to time and make recommendations to the Board of Partners whenever necessary.

11. Review staff requisitions and approve requests bordering on transport, statutory expenses, solicitors' expenses, amongst others within the approval limit of the GM

12. Support the coordination of activities of the branch offices and render report to the Board on any issue requiring their attention.

13. Support efforts towards firm's marketing and corporate image management through interventions and monitoring of activities around international directory submission/listing, industry events sponsorships, etc

14. Provide professional support to practice groups in specialized areas of competencies including accounting, finance, negotiation skill, conflict management, transaction structuring and general business solution

15. Ensure commitment to the firm's vision and goals and align all staff towards respecting the firm's values and philosophy and imbibing its culture.

16. Ensure strict compliance with the firm's service standards structured in line with international best practices

17. Review, negotiate and monitor service contracts and major purchases whenever the need arises

18. Communicate effectively and establish credibility throughout the Firm and with the Board of Partners while providing acceptable solutions to business challenges.

19. Provide strategic input and leadership on decision making process of the firm

20. Attend meetings on behalf of the firm and clients whenever the need arises including meeting with regulatory bodies, government agencies and ministries, transaction partners etc and make interventions that will assist in the resolution of any issues.

21. Oversee all activities relating to the firm's end-of year programme including the yearly firm-wide retreat, productions of diaries, and other gift items.

22. Provide support to Firm's related companies on areas of professional competence.

23. Responsible for coordinating business and social functions of the Firm.

24. Perform any other duty as may be assigned by the Board, Senior Partner, or the Managing Partner

Requirements:

A degree in Accounting, Management, or related field minimum of 2:1

An MBA is mandatory

ICAN qualified

Minimum of 10 years' managerial experience in similar position

Strong administrative skills

Ability to think outside the box and proffer solution in difficult situations

Excellent client management and interpersonal skills

	Ability to multitask Ability to work under pressure, manage competing priorities and meet deadlines Drive, ambition, energy IT savvy and detail-oriented
Approval by supervisor	Signature date
Acknowledgement by job holder	Signature date
Approval by MP	Signature date