



**Available vacancy: Account Manager – Claims and Enforcement**

**Term: Full – Time**

**Salary - £22k-25k per annum depending on experience**

**We are:**

We are a leading regional law firm, serving a wide range of commercial and private clients across London and the surrounding counties, from our Head Office in Bromley. Established since 1889, we've come a long way and today we are a modern, progressive practice, proud of our record on diversity and inclusion and reputation for training and promoting staff from within the business.

The Debt Recovery division is the biggest department at J&P. Our highly respected Debt Recovery Litigation team is ranked in the Top Tier of the Legal 500 and deals with a wide range of commercial and consumer debt recovery matters, including complex commercial disputes and insolvency issues. It has also pioneered original services and solutions for the public sector. The team take pride in working in partnership with their clients, not just as solicitors, but also as trusted commercial advisors.

You should be a bright enthusiastic candidate and have the genuine desire for a career. As an able and committed team player you should enjoy on enhancing your knowledge to ensure you have a strong understanding of your role. You also have a practical problem-solving approach to your work and the ability to think creatively whilst working efficiently in a fast-paced environment. This opportunity is much more than a job, it is a career.

**You should have:**

- Educated to GCSE standard grade A-C in Mathematics and English (or equivalent)
- ILEX Legal Executive Diploma Level 3 or above (desirable)
- Qualifying Law Degree and Legal Practice Course (desirable)
- Previous experience of using case management systems
- Previous experience of working in a debt recovery role within Finance, Utilities or Local Authority (desirable)
- An understanding and knowledge of legal and court processes and procedures relating to debt recovery
- Familiar with Lexcel and Data Protection Act compliance requirements (desirable)

We offer an attractive salary and package. You will receive 22 days annual leave plus bank holidays. Other benefits include, contribution to legal fees, death in service benefit,

birthday off, Christmas bonus, profit share bonus, access to 'cycle to work' scheme, Bupa Health Cash Plan to name a few.

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*If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.*

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.*

*Please email CV to [jprecruitment@judge-priestley.co.uk](mailto:jprecruitment@judge-priestley.co.uk) to apply or for further information.*