



HIGGS & JOHNSON

Trusted Legal Advice. Outstanding Service.

VACANCY – FIRM MANAGER

Higgs & Johnson invites applications for the position of Firm Manager.

Reporting directly to the Managing Partner, the Firm Manager will oversee day-to-day operations of the Firm and its affiliates, and provide strategic and operational support across key departments, including Accounting, IT, HR, Marketing, and Compliance. The role includes supporting the Firm's financial stability, improving business processes, managing operational policies and procedures, assisting with strategic planning, and promoting efficiency, compliance, and a positive workplace culture.

The successful candidate must have:

- Bachelor's degree in Business, Management, or related field
- Minimum 8 years' relevant experience in a senior operations or management role
- Proven leadership, communication, and problem-solving skills
- Strong financial expertise

The ideal candidate will be highly organized, professional, discreet, solutions-oriented, and able to work effectively with senior leadership, managers, staff, vendors, and other stakeholders.

To apply, please submit your résumé to fmullings@higgsjohnson.com by Friday, May 15, 2026.

Confidentiality assured. Only shortlisted candidates will be contacted.