



**sjplaw**  
*protecting your world*

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# Consultancy for Professional Service Firms

*trusted • independent • successful • helpful • Solicitors*



## Who we are

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We are a niche consultancy business specialising in helping your business use its resources as efficiently as possible to maximise profitability whilst allowing sustainable growth.

We have the knowledge and expertise to support various owner managed led businesses, including solicitors, barristers, accountants, surveyors, architects, engineers as well as recruitment and business consultants.

Our directors have a wide set of skills and knowledge obtained over decades through running a successful law firm, sharing ideas with other members of Lawnet

and Eurojuris and working with businesses in many sectors, nationally and internationally. This means we can share what we know and help you develop best business practice.

We know how owner managed businesses operate, the market pressures they face and the individual challenges facing owners and managers at all stages of their career.

## What we do

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We help you concentrate on the parts of your business you want to concentrate on by:

- freeing up your valuable time and your businesses resources;
- working with you to identify what really matters to your business, planning how to reach your objectives and implementation;
- taking away the less productive elements;
- using IT and those with the right skills to do the jobs they are designed/trained to do so you do not have to.

We listen to you and apply the knowledge we have gained over many years to help you and your business:

- Obtain a commercial edge over your competitors;
- grow and thrive.

# The services we provide:

Our services fall into two main categories:

## Category 1

Day-to-day administration type services

### Reducing lock up and speeding up cash cycles

- Time recording and time management systems
- Costs and bill production
- Debt recovery
- Financial hygiene

### HR

- Contracts of employment, handbooks, disciplinary etc.
- Recruitment and removal
- Management and performance guidance - appraisal systems.
- Mediation

### Finance

- Increasing profitability
- Review of funding arrangements

### Engaging with clients and suppliers

- Terms and conditions of trade
- Sanity checks/contract reviews
- Managing relationships
- Complaint handling

### Knowledge management

- Corporate support – typing, document preparation
- Case management
- Precedent systems

### Compliance

### Confidentiality training

### Marketing and business development

## Category 2

Longer term strategic planning services

### Strategic objectives

- Identifying
- Delivering
- Business structures for delivering strategic objectives
- Board support to help with achieving strategic objectives

### Relationship building - internally and externally

- Building teams
- Building trust between teams at all levels
- Motivation

### Culture definition and change

- Identifying
- Delivering
- Change management

### Succession planning and exits

### Partner/Board and management retreats and away days

### Firm differentiation and USP

### Dealing with partnership/board issues

- Partner/director performance management
- Having difficult conversations

### Attracting, retaining and motivating good people

### Promotion and marketing

### Accountancy/tax

### Litigation and disbursement funding



## Typical examples of how we help

### Cash lock up

Many businesses do not cease because of a lack of profitability but because of a lack of cash.

Our expertise will help you record your work in progress more accurately, bill the work in progress faster and recover the cash from your clients earlier.

This allows you to use that cash on growing your business rather than it being used by your clients to fund their business.

### Succession

This is a major area of concern for many business owners. How do you exit and get paid for the business you have built up when it is not clear who you can sell to or how your successors will be able to pay?

We will help you formulate exit strategies and implement them so you know when it comes to your exit, you maximize your return on investment but leave a strong business behind for the future.

All our services can be tailored to your business to provide an ideal fit which is delivered with complete professionalism and integrity.



For further information  
please contact Alistair Latham:

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**01482 316728**

# Core members of the Team

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## **Simon Gittings** Chairman

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Telephone **01482 316737**



Simon is a member of the board of Lawnet and Eurojuris and has been advising businesses for 35 years.

Simon's calm, methodical business like approach is notable and invaluable for strategic planning.

## **Sharon Owbridge** Financial Controller

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Telephone **01482 324591**



Sharon is the financial controller of SJP Law and is responsible for all corporate support.

Sharon has advised business in different sectors over the years and brings a wealth of experience of finance, project and change management to the team.

## **Alistair Latham**

Director

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Alistair is a director of SJP Law. He has been advising owner managed businesses since 1996 when he qualified as a solicitor. Alistair is a CEDR qualified mediator and has worked with many businesses nationally and internationally throughout his career.

This wealth of experience places Alistair in a privileged position of understanding how business works. He uses this to help clients increase the profitability of their business whilst maintaining sustainability.