

**Position:** Experienced Conveyancing Assistant  
**Department:** Residential Conveyancing  
**Location:** Loughton

**Education & Professional Qualifications required:**

- Minimum of 5 GCSEs A – C
- A levels preferred
- LLB / Degree / Legal Qualifications advantageous

**Professional Experience required:**

Candidates must have previous Residential Conveyancing experience, working in a similar capacity.

**Personal Skills:**

- Computer literate
- Polite telephone manner
- Good client care skills
- Good typing skills

**Personal Qualities:**

- A genuine interest in Law
- Friendly and helpful team player
- Well organised with ability to prioritise workload
- A good level of spoken and written communication skills
- Ability to work accurately with a good attention to detail
- Able to use all Microsoft Office packages and sufficient typing skills
- Car owner / driver preferred

**Summary of the role:**

Sales

- Sending estimates, TOBs and sale packs to client
- Dealing with file openings including AML checks and ensuring all information is inputted into case management system (Liberate) and ensuring monies paid on account
- Obtaining office copy entries and issuing contracts
- Requesting leasehold packs and redemption statements
- Liaising with housing association (if shared ownership)
- Liaising with estate agents
- Dealing with files from pre-exchange through to post-completion
- Reviewing the file and ensuring all signed documents held, any documents required to remove charge(s) on property received
- Exchanging contracts and dealing with the relevant post-exchange requirements
- Preparing completion statements and apportionment statements (if leasehold)
- Completing – sending monies to client post-completion, ensuring mortgages redeemed and any outstanding service charge accounts cleared (relevant to leasehold properties), paying estate agents
- Ensuring verbal confirmation of account details are obtained before sending funds
- File closure – ensuring certified copies of original documents saved to file and closure of file on Liberate, ensuring the client account is cleared and no outstanding disbursements/fees
- Recording any retentions post-completion and diarising dates for release of funds to client

General administrative duties

- Carrying out cabinet checks monthly
- Daily issuing disbursement only bills via Liberate
- Answering the residential phone line/fee earner's line if unavailable and responding to any new enquiries and drafting quotations
- Obtaining indemnity policy quotations and policies if required
- Ensuring files are closed regularly and sent to deeds storage
- Covering reception as/when required
- Ensuring each file has a checklist confirming the stage of the transaction and what remains outstanding and ensuring the checklist is regularly updated (in the event the file needs to be covered in absence by another assistant/fee earner)

## Purchases

- Sending estimates, TOBs and sale packs to client
- Dealing with file openings including AML checks and ensuring all information is inputted into case management system (Liberate) and ensuring monies paid on account
- Reviewing source of funds and ensuring they satisfy our AML requirements
- Requesting contract papers from seller's solicitors
- Liaising with estate agent's
- Calculating stamp duty land tax liability and familiarity with the rules (i.e. higher rate payers, first time buyers, standard rate, etc)
- Requesting searches via InfoTrack
- Liaising with housing association (if shared ownership)
- Regularly reviewing LMS and Lender Exchange – saving any new mortgage offers/amendments to offers to fee earner's case on Liberate
- Reviewing file pre-exchange using checklists, ensuring mortgage funds requested from lender, Land Registry searches obtained, lawyer checks
- Liaising with mortgage lender to ensure fund release
- Checking if retentions agreed/recording the same within our retention spreadsheet
- Reviewing up to date proof of funds pre-exchange
- Exchanging contracts
- Ensuring verbal confirmation of account details are obtained before sending funds
- Preparing completion statements, requesting apportionment statements (if necessary)
- Ensuring accounts are correct and ledger corresponds with completion statement
- Post-completion formalities of stamping with Inland Revenue and registering title at HM Land Registry
- Dealing with Land Registry requisitions if applicable
- Updating LMS/Lender Exchange
- Sending updated title documents to client and lender post-completion
- File closure – ensuring certified copies of original documents saved to file and closure of file on Liberate, ensuring the client account is cleared and no outstanding disbursements/fees

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To apply for the above vacancy, please email your CV with covering letter detailing salary expectations to: [catherine.dean@attwaters.co.uk](mailto:catherine.dean@attwaters.co.uk)