

Position: Commercial Paralegal

Department: Commercial

Location: Hertford primarily, but may be required to work from other offices

Date Required: ASAP

Education & Professional Qualifications required:

- Minimum of 5 GCSE's A – C
- A levels preferred
- LLB / Degree preferred
- Legal Qualifications advantageous

Professional Experience required (i.e., years PQE):

- Administration / office experience required
- Previous conveyancing experience preferred but not essential
- Previous experience of working in a law firm preferred but not essential

Personal Skills (e.g., Computer literate):

- Computer literate
- Polite telephone manner
- Good client care skills
- Good typing skills
- Customer service 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
- Motivated independent worker
- Good time management
- Drive to learn and expand legal knowledge

Summary of the role, size of caseload etc

- Fee earner support
- Working on junior fee earning tasks assigned by senior fee-earners in the team (under supervision)
- Meeting with clients
- Handling accounts matters on client files, invoicing and funds transfers
- Managing correspondence out and in with clients
- Typing of letters, documents and forms
- 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
- Preparing completion statements and apportionment statements (if leasehold)

- Ensuring accounts are correct and ledger corresponds with completion statement
- Completing – sending monies to client post-completion, ensuring mortgages redeemed and any outstanding service charge accounts cleared (relevant to leasehold properties), paying estate agents
- Post-completion formalities of stamping with Inland Revenue and registering title at HM Land Registry
- Ensuring verbal confirmation of account details are obtained before sending funds
- Reviewing source of funds and ensuring they satisfy our AML requirements
- Requesting searches via InfoTrack
- 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
- Dealing with Land Registry requisitions if applicable
- Answering the commercial phone line/fee earner's line if unavailable and responding to any new enquiries to include handling new enquiries
- Ensuring files are closed regularly and sent to deeds storage
- Covering reception as/when required
- General administrative support to the commercial department
- Photocopying, filing, archiving

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