

Position: Paralegal (Tax & Trusts)

Department: Wills, Trusts & Probate

Location: Ware, Hertfordshire

We currently have an exciting opening for a bright, hardworking, enthusiastic **Paralegal** to join our busy **Tax & Trusts team**, based at our **Ware** office.

Responsibilities to include:

Personal Injury Trusts

- day to day administration of the PI Trusts
- first port of call to trustees/beneficiaries
- dealing with trust distribution requests; queries relating to the trust; withdrawal of funds from trust accounts and portfolios; liaising with trustees and financial advisors; settling external invoices that relate to the trust; drawing up trust documents (trustee resolutions/deed of retirement and appointment any other documents needed)
- Setting up PI Trusts – drawing up Trust Deed and investing money
- Attending trust review meetings
- Tax returns

Life Interest Trusts

- Setting up Trusts; completion of relevant HM Land Registry documents and submission of the same
- Producing relevant trust documents for trustees
- Loaning money where more appropriate to do so from the Trust

General Trust work

- Tax returns
- Trust accounts
- Setting up and winding up discretionary trusts; dealing with the administration of ongoing discretionary trust matters
- Corresponding with all external professionals relating to a particular trust and liaising with settlors/beneficiaries/trustees of the trust
- Acting on ad hoc queries and creating new matters if necessary
- Declaration of Trusts
- Dealing with complex trust issues based on non-UK legislation

The successful candidate will be / have:

- A genuine interest in Tax & Trust work, ideally with previous experience in a similar capacity.
- Organised, methodical with a good eye for detail
- Able to work independently as well as part of a team
- Excellent communication and client care skills
- Good IT skills

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