**Job Description**

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| **Job Title**: | Paralegal and Trainee | **Location**: |  |
| **Responsible To**: | Practice Management |  |  |

***Main purpose of the role:***

* Provide Legal Practitioners with excellent support with legal processes.

***Duties and responsibilities include but are not limited to:***

* Receive new enquiries helping the client identify their legal need and become a client
* Prepare compliance for the Legal Practitioner to review and approve inc:
  + Complete a first draft of the Risk Analysis
  + Review ID and, if appropriate, Source of Funds information
* Complete legal tasks to progress matters as supervised by the practitioner, examples include:
  + Completing forms
  + Drafting emails and where necessary letters
  + Conducting transactions through posting slips
  + Preparing statements
  + Attend meetings with clients and third parties
* Manage the matters finances as directed and reviewed by the Practitioner including:
  + Completing posting slips
  + Drafting invoices
  + Adding matter expenses
  + Record time
* Make and receive client calls providing advice and where necessary escalating to the Practitioner

***Salary and benefits:***

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| * A salary of £TBA Per Annum | * 24 days of annual leave plus bank holidays |
| * Employee pension scheme | * Life assurance |
| * Company sick scheme | * Opticians scheme |
| * Sponsored training | * Staff discount |

**Person Specification**

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| --- | --- | --- | --- | --- | --- |
| Job Title: | Paralegal | Responsible To: | Practice Management | Location: |  |

We will consider all candidates who meet the Essential criteria. The Desired criteria is designed to guide candidates on our preferred qualifications and experience.

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|  | **Essential** | **Desired** |
| Experience | At least one year of work experience in a customer facing role | At least one year of relevant Paralegal work experience |
| Experience of Microsoft Office | At least one year of work experience in any role in a Legal Service provider |
| Qualifications | Qualifying Law Degree (2.2 or higher, equivalents accepted) | Completed LPC (Pass or higher and essential for Trainee Solicitors) |
| English and Maths GCSE (grade B or higher, equivalents accepted) | Hold a European Computer Driving Licence or equivalent IT qualification |
| Skills | Numeracy, spelling and grammar | Computer literacy |
| Attention to detail |
| Written and verbal communication skills | Basic financial/accountancy |
| Organisation |
| Attitude | Give clients the best outcomes through:   * Commitment, hardworking and helpful * Ownership, focussed on client results * Initiative, find the best solution * Flexibility, adapting to change * Care, attention to detail | Be a team player who is:   * United, supportive and accepting * Positive, confident and self-motivated * Approachable, open and friendly * Trusting, honest and reliable * Simple, genuine and uncomplicated |

You will also be expected to have access to a car and a full driving Licence.