**Job Description**

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| **Job Title**: | Legal Practitioner | **Location**: |  |
| **Responsible To**: | Practice Management |  |  |

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

* Provide clients with an excellent service protecting their legal interests.

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

* Reviewing and approving compliance
* Manage client files through:
  + SOS files are appropriately organised
  + Clients are emailed wherever possible and saved in SOS
  + Reminders and Key Dates are recorded in SOS
  + Reading incoming emails, post and documents
  + Drafting forms, statements and outgoing documents
  + Conducting research using the designated Legal Library
  + Communicating and attending meetings with on clients and third parties inc. Court
  + Completing transactions through the use of posting slips
  + Routinely completing the matter summary form
* Manage matter finances through:
  + Completing posting slips
  + Drafting invoices
  + Adding matter expenses
  + Record time
* Ensure client satisfaction and advice provided is compliant with best practice
* Allocating work to Paralegals and reviewing results
* Ensuring files are appropriately administered by the Administrations Assistants
* Conduct other reasonable duties which will require the following competencies:
  + Develop progressive **relationships** with colleagues and third parties
  + Able to positively **promote** the practice externally (e.g. aiding marketing) and internally
  + **Supportive** of colleagues and clients providing advice and guidance
  + Work **compliantly** to regulation imposed by third parties e.g. the SRA
  + Maintain **knowledge** including completing training courses and CPD diary

***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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| --- | --- | --- | --- | --- | --- |
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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) |
| English and Maths GCSE (grade B or higher, equivalents accepted) | Hold a European Computer Driving License 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.