

JOB DESCRIPTION

Name	#
Role	Assistant
Reports to	Fee Earner/Team Leader
Line Management	N/A
Primary Purpose	To provide general support to Fee Earners in the Commercial Property team either on a one to one basis or as part of the team.

Key Responsibilities

- Open new files, deal with all compliance requirements and client care due diligence in the process, and subsequently undertake such work on the file as may be directed by the Fee Earner such as carrying out searches and legal research. When necessary, retrieve archived paper/electronic files.
- Accurately draft letters and correspondence, type up amendments, prepare initial draft of legal documents and prepare engrossments. All typing to be spell checked and proof read prior to passing to the Fee Earner.
- Ensure any post is ready in time for Reception to arrange for this to be franked and placed in the post bag.
- Fully utilise the Case Management system, file documents and all correspondence and generally keep the system up to date and in an organised manner. The paper file is to be kept to a similar standard.
- Filing should be undertaken at the request of your Fee Earner.
- Answer the telephone (whenever any phone is ringing in the department) promptly in a professional manner, being polite and helpful at all times. The aim to assist with calls of a general nature on your Fee Earner's files, giving updates on matters where necessary, or taking messages where this is not possible. Ensure messages are recorded with the caller's name, telephone number, date and time and, when possible, details of the query raised. Be realistic in call back options. Notify the fee earner by email or as preferred by your Fee Earner. If appropriate record telephone messaged for the file.

- Attend clients on behalf of your Fee Earner in reception and on the telephone for routine matters such as making appointments/collecting documents/paying bills etc or as directed by the Fee Earner.
- Assist your Fee Earner with the preparation of bills and completion statements and ensure that they have been sent to the appropriate external and internal parties.
- Deal with post-completion elements on the files including preparing and submitting Land Registry applications as well as Stamp Duty Land Tax forms and deal with any subsequent requisitions/enquiries.
- Archive both completed paper and electronic files on a regular basis.
- Undertake any other administration duties at the request of Fee Earners, Team Leader, Branch Manager or Business Head.

Compliance

1. To comply at all times with relevant Professional Obligations so far as they relate to your role as an Assistant including those laid down from time to time by:-
 - i) The Solicitors Regulation Authority
 - ii) The Financial Conduct Authority
2. To comply at all times with the Solicitors' Accounts Rules and if aware that your actions may have breached these Rules to notify the COFA to this effect without delay.
3. To be aware of your obligations under the Solicitors Regulation Authority Codes of Conduct and to seek to comply with those obligations and if aware that your actions may have breached the Codes to notify the COLP to this effect without delay.
4. To comply with the Firm's Money Laundering Policy/Data Protection Policy so far as they relate to your role as an Assistant.

Consults with/
is consulted by

Fee Earner

Team Leader and Business Head

Branch Manager

Accounts Department