

## Job Description

<b>Job title</b>	<b>Solicitor Licenced Conveyancer Legal Executive Conveyancer</b>
Department/Section:	Conveyancing
Full Time:	Monday to Friday, 37.5 hour week
Salary:	Negotiable and very much dependent on experience but upwards of £35K
Holidays:	20 days holiday plus bank holidays plus birthday, increasing after 3 years, 4 years and 5 years but 1 day each year  Additional holidays over Christmas period at Partners discretion on days decide to close the office – typically a further 3-4 days.
Main purposes of job:	To undertake residential conveyancing transactions having regard to the firm's policies and procedures under the supervision of the Partners/Heads of Department
Key tasks:	Your key tasks and responsibilities will be: <ul style="list-style-type: none"> <li>• Perform fee earning work accurately and in accordance with the firms policies and procedures</li> <li>• Handle a varied caseload of freehold and leasehold sales, purchases, remortgages and transfers of equity, under the supervision the supervising Partner</li> <li>• Drafting letters and legal documents</li> <li>• Approving legal documents</li> <li>• Investigation and reporting on title documents to include registered and unregistered titles, search results and completed protocol forms</li> <li>• Reporting to clients and lenders and ensuring compliance with the UK Finance Handbook and additional lender requirements</li> <li>• Preparing Completion Statements and bills in accordance with accounts procedures and advise clients on all incurred/outgoing costs including stamp duty and legal fees</li> <li>• Exchange contracts, carry out pre-completion searches, oversee completions and attend to payment of stamp duty and registration of deeds at Land Registry</li> <li>• Work with an assistant and provide training and support thereto</li> <li>• To deal effectively with clients and introducers both over the telephone and in written correspondence in order to provide advice and assistance to them in relation to property matters in England and Wales</li> <li>• Attend to clients to advise and sign legal documents</li> <li>• To provide the highest level of customer service to clients and introducers at all times</li> </ul>

	<ul style="list-style-type: none"> <li>• To provide updates to clients and introducers frequently and wherever appropriate</li> <li>• To return telephone and email communications from clients and introducers within 3 hours wherever possible and within 24 hours without exception</li> <li>• Verify client identification in accordance with the AML policy and procedure</li> <li>• To maintain accurate and up to date records on all required applications at all times for the benefit of all parties and team members</li> <li>• To comply with Solicitor Accounts Rules and Professional Conduct Rules</li> <li>• To retrieve funds from clients in a timely manner to effect completion</li> <li>• To promote and develop the business and partake in business development activities</li> <li>• To attend courses relevant to your position and maintain Continuing Professional Development records as appropriate and required</li> <li>• To maintain a good up to date working knowledge of relevant aspects of the law other than those specified above to allow cross discipline advice to be given</li> <li>• To keep up to date with changes in the law and maintain and disseminate information to other colleagues in relation thereof</li> <li>• To attend and contribute to team meetings</li> <li>• To undertake such administrative and fee-earning duties as your Employer may reasonably require from time to time</li> <li>• To observe strict credit control in relation to client matters in which you have responsibility</li> <li>• To act in the best interest of your employer undertaking the above tasks and others reasonably considered by the Partners</li> <li>• To deal with such matters as the Partners in their discretion may reasonably require from time to time</li> </ul>
Key results/objectives:	To undertake residential conveyancing
Reporting to... (name and title of line manager)	Jade Campbell

Signed .....

Name:  
[Partner]

Signed .....

Name:  
[Employee]

Dated: