

<b>Job Title</b>	Conveyancing Assistant / Assistant Paralegal
<b>Responsible To</b>	Conveyancing Manager
<b>Location</b>	Poundbury

As a Conveyancing Assistant you will report directly to the Conveyancing Manager. The main objective of the role is to provide support to all transactional teams, processing client information forms for both sales and purchases and issuing contracts, proactively leading a team of case progressors, developing their skills and service level to meet agreed outcomes. You will be expected to assist with any other duties that may be reasonably required and support fee earners/legal team ('FE/LT') as required by proactively driving forward conveyancing instructions to exchange and completion by active liaison with other parties in the chain and with conveyancers and agents, ensuring that Solcase scripts are followed with completions occurring without financial shortfalls or incomplete documentation. To assist with any other duties that may be reasonably required.

### **Purchase**

1. Progress purchase file by chasing solicitors for contract papers and client for return of CIF, search fees and ID
2. Receive in CIF, and ID and process. Chase missing or outstanding documentation
3. Carry out AML and action Id as appropriate to include bill
4. Receive in contract papers, acknowledge raising standard additional enquiries and or landlord enquiries as appropriate. Check all documentation received and ensure the contract is logged into solcase correctly
5. Make file ready for legal team to raise enquiries and carry out conveyancing report as soon as possible following receipt of contract and client signed authority
6. Obtain client funds at the earliest opportunity to then submit searches and report on results save for local searches, raising any enquiries with selling solicitors as necessary

### **Sale**

7. Process CIF's NoS's and solicitor first letter, and request any information omitted
8. Submit draft contract on sales to include submit landlord/managing agent enquiries.
9. Obtain documentation from Land Registry as required, ensuring copies stored on electronic file
10. Inform all parties that contract submitted
11. Send contract and transfer (unapproved) to client for signature at the time contract submitted
12. request initial redemption statement and request deeds from lender.
13. Carry out AML and action Id as appropriate to include bill on receipt of client funds

### **General**

14. Open sale and purchase files sending all documentation by first class post/email
15. Close abortive files and bill clients where necessary within 24 hours
16. Ensure Solcase schedule up to date and make full Solcase notes on progress as appropriate including receipt of post/faxes
17. To ensue all telephone calls are dealt with/responded to within 2 hours of receipt or as set out in any service level agreement in place from time to time
18. Ensure that all written communication including post and email is clear and concise
19. To ensure any request concerning a work related matter received from the FE / Legal team is undertaken within the agreed timeframe. This may include chasing reports or action on a particular file.
20. To meet all deadlines within the agreed timeframe.
21. Archive files as quickly as possible with Zero balance. Highlight any files with balances to FE/TL immediately and action as required
22. Ensure that the case progressors are the first point of contact for telephone calls into the office and developing their skills and knowledge to ensure that they are able to deal with the majority of incoming calls without the need for referral to the fee earner.
23. Development of the case progressors

To apply please forward covering letter and cv to [careers@bplaw.co.uk](mailto:careers@bplaw.co.uk)