

<b>Position</b>	Paralegal
<b>Responsible To</b>	Conveyancing Manager
<b>Location</b>	Poundbury (and all other locations as requested)
<b>Salary Band</b>	

You will have experience of conveyancing and you will be 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.

### **Key Tasks**

1. To provide a friendly, courteous, knowledgeable and professional service to our clients
2. To check all mortgage offers and ensure that, within technical ability, all conditions have been complied with
3. Report to clients on mortgage offers in accordance with Solcase script; prepare completion statement and SDLT form in a timely fashion.
4. Ensure buildings insurance is CML compliant and in place for exchange
5. Keep Solcase schedule up to date and make full Solcase notes on progress as appropriate.
6. When instructed by Transactional Manager promptly and diligently chase by phone, fax etc exchange of contracts and deal with all associated paperwork
7. Ensure funds from lender will be received in time for completion and that any balance to complete from client is received in good time for completion
8. When instructed by team leader monitor completion of transactions and deal with all associated paperwork
9. Complete / carry out post completion check list. Ensure file is in order
10. Update pipeline of exchanged and completed matters
11. To ensure all telephone calls are dealt with/responded to within 2 hours of receipt, and that they are logged on Solcase
12. Ensure that all written communication including post and email is clear and concise
13. To ensure the preparation of financial documentation the completion statement of account and all finance paperwork is accurate and delivered in a timely fashion to Finance Team
14. To ensure any request concerning a work related matter received from the Transactional Manager is undertaken within the agreed timeframe. This may include chasing reports or action on a particular file.
15. To meet all deadlines within the agreed timeframe.

### **General**

- To provide general assistance to the business as directed by time to time by management.
- To possess a flexible approach in providing support to the business as required
- Be proactive about your own personal development and that of others

***This is a description of the job as it is presently constructed. This will be reviewed periodically and updated to ensure that the job description fully reflects the responsibilities of the job.***

### **Health and Safety Statement**

All employees must observe and comply with bpl's Policies and Procedures for Health and Safety.

### **Equal Opportunity Statement**

All employees must observe and continually promote equal opportunities and customer care

**If you would like to apply for this role please forward covering letter and cv to [careers@bplaw.co.uk](mailto:careers@bplaw.co.uk)**

## Paralegal

### Person Specification

Attributes	Essential	Desirable	How Identified
<b>A Experience, Knowledge &amp; training</b>	1. Minimum of 2 years office experience	6. General legal knowledge by previous work experience either as a conveyancing secretary or a paralegal	Application form & interview
	2. General knowledge of conveyancing procedure and property law	7. Familiar with completing forms or orders on the internet	Application form & interview
	3. Effective verbal communication skills		Interview
	4. Ability to communicate clearly in writing	8. Financial awareness	Application form
	5. Demonstrate good customer service skills	9. Experience of running a case load	Application form & Interview
		10. Experience of using a case management system or equivalent data base	Application form & Interview
<b>B Education Qualifications Training</b>	1. Minimum of 3GCSE's, or equivalent, to include Maths and English		Application form & Certificates
	2. Working knowledge of Microsoft Word and Outlook		Application form Interview
<b>C Attitude and other skills</b>	1. Positive and enthusiastic attitude		Interview
	2. Organised, can do approach		Application form & Interview
	3. Accuracy, both financial and written		Application form & Interview
	4. Flexible approach		Interview
	5. Ability to multi task		
	6. Ability to work under pressure		Interview
	7. Prioritise effectively and meet deadlines		Interview

If more than six applicants pass the minimum shortlist score of ( ) only the top six scores will be interviewed.

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