

Conveyancing Solicitor Vacancy

Role Overview

Reports to:	Department Head
Reported to by:	Assigned Support Staff
Key Purpose of Role:	To perform fee earning work in the conveyancing department efficiently and effectively

Key Tasks

Legal Casework

- Perform fee earning work accurately, reliably, efficiently and in accordance with the department and firm's quality procedures
- Ensure that the firm's risk management procedures are adhered to
- Manage a personal caseload and ensure that files are managed competently, efficiently and profitably
- Achievement of any assigned billing targets where appropriate
- Ensure proper control of work in progress, billing and cash collection
- Ensure that time and cost recording data is maintained for each case in accordance with operating procedure
- Gain or maintain IT skills appropriate to modern legal practice
- Understand the main uses and applications of the office telephone system
- Development and updating of legal knowledge in chosen area(s) of law in accordance with SRA Continuing Professional Development requirements by personal attendance at training courses, webinars, self-study and perusal of reference material
- Deal with any client complaints in accordance with operating procedure
- Compliance with the SRA Code of Conduct and SRA Accounts Rules
- Must have a positive mindset and attitude
- Must be an honest worker and possess integrity

Other Responsibilities

- To operate in accordance with the firm's documented quality system, policies and procedures
- Contribute positively at all times to the continuous improvement and profitable development of the department and the firm
- Maintain the highest possible standard of interpersonal skills with colleagues, clients, and referral sources
- Contribute to maintaining a safe and healthy working environment
- Contribute to maintaining and improving procedures
- Ensuring compliance with the firm's Equality and Diversity Policy
- Undertake other reasonable duties related to the job purpose required from time to time
- Attend department and other meetings as required to make a positive contribution to the continuous improvement and development of the department and the firm
- Support department and firm marketing initiatives

Personal Specifications

Qualifications & Experience

- Qualified Solicitor
- Preferably a minimum of 3 years post qualification experience, but we are willing to train the right candidate

Skills & Knowledge

- Excellent written and oral communication skills
- Must have excellent interpersonal skills with clients, colleagues, and other professionals
- Ability to work well in high pressure situations and in fast paced environments
- Ability to multi-task
- Ability to work collaboratively with staff and members of the firm

In the first instance please send your CV and a covering note to
Alessandro Mancini – alessandro.mancini@mancinilegal.law