



## Chattertons, Role Profile and Person Specification.

### Role Profile:

<b>Job Title: Conveyancing Post Completion Assistant x 2</b>	<b>Hours of Work: Full time/Flexible/Part-Time working will be considered.</b>
<b>Salary : £18,028.50 per annum</b>	<b>Location: To be Confirmed</b>

### Summary:

We are delighted that due to the expansion of our department we now have a new vacancy to be based at any of our offices for two Post Completion Assistants within our Residential Conveyancing Department.

Chattertons have achieved “Ones to Watch” status following our first ever staff survey with the Sunday Times Best 100 Companies to Work, which means we have good levels of employee engagement and we are looking to increase engagement over the next year so we can improve our ranking even further.

Although this is a support role, we are proud of our track record of allowing senior secretarial and support team members to progress into fee earning roles, as such, this position could be a stepping stone to a fee earning role. The ideal candidate will have professional work experience, and a real interest in conveyancing work.

The main focus of the role will be to effectively manage the post completion processes for our conveyancing department. Whilst you will be part of a large department that spans across all of our offices, you will work autonomously in an administrative focussed role providing exceptional levels of customer service.

### Key Duties and Responsibilities:

- Ensuring that all post completions processes are finalised, including:-
  - Paying Stamp Duty Land Tax to HMRC within required timeframes.
  - Serving Notices to any Landlords.
  - Registering new owners with the Land Registry, including First Registrations.
  - Dealing with Requisitions.
- Liaising with residential conveyancing teams across all offices to ensure that any outstanding queries are fully resolved at the earliest opportunity.
- Closing and archiving files, ensuring all case management and paper based folders are completed fully.
- General conveyancing administration and support where necessary.

<b>Person Specification:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Experience of using Legal Data Base systems.</p> <p>Clear understanding of confidentially/Data Protection rules.</p> <p>Understanding of compliance requirements and money laundering regulations.</p>	
<b>Knowledge</b>	<p>Knowledge of Microsoft Office.</p> <p>Experience within a Legal Practice.</p> <p>Residential Conveyancing experience.</p> <p>Land Registry applications.</p>	
<b>Skills</b>	<p>Excellent communications skills.</p> <p>Ability to work under pressure and to tight deadlines.</p> <p>Structured and organised.</p> <p>Excellent telephone manner.</p>	
<b>Competencies</b>	<p>Proactive and supportive.</p> <p>Tactful and diplomatic.</p> <p>Highly efficient.</p>	
<b>Attributes</b>	<p>Willing to be flexible to meeting the needs and demands of the company.</p> <p>Good sense of humour.</p>	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The Company has an Equality and Diversity Policy and this sets out the Company's position on equal opportunity in all aspects of employment. This is available upon request.