

Job description

Position	Conveyancer
Job purpose	Experienced conveyancer required to assist the Property team in continuing to deliver a high quality, efficient service whilst also developing a standalone caseload and providing supervision of junior colleagues. This role is suitable for a Solicitor, FILEX, Licenced Conveyancer or someone with equivalent experience.
Reports to	Conveyancing Manager/Partner
Accountable to	Partners and Practice Manager
Hours	Monday – Friday 8:45 – 5:30
Location	Winston Solicitors 112 Street Lane Leeds LS8 2AL

Main responsibilities

The role will involve handling a caseload of conveyancing transactions from inception through to completion, which will vary depending upon experience but will include:

1. Managing a caseload of conveyancing files under supervision including general file maintenance of routine correspondence and telephone calls, legal drafting and ensuring full compliance with CQS.
2. Providing quotes to prospective clients and winning the business by being prompt, professional and friendly.
3. Progressing residential purchases and sales to a high standard of client care for both new and existing clients to maintain the repeat business.
4. Updating and utilising the case management system effectively thereby reducing the use of paper where possible and speeding up the process.
5. Communicating internally with the Conveyancing Team, support staff and the Finance Department and externally with clients, referrers, estate agents and other third parties.
6. Verifying client's and giftor's identification and raising any potential money laundering concerns to the Compliance officer.
7. Drafting legal documentation.
8. Reporting on title.
9. Preparing for and executing exchange and completion.
10. Undertaking general administration.
11. Supporting the Conveyancing Partner in marketing activities on both a local and a national level to develop new clients within agreed financial budget and timescales.
12. Assisting colleagues in relation to complex cases and working as a team.
13. Planning and prioritising case and file management of national and local clients under supervision.
14. Developing and retaining new clients according to an agreed development strategy.
15. Adhering to the Firm's financial policies of invoicing.
16. Undertaking training to develop relevant knowledge, techniques and skills.
17. Assisting the team in providing holiday cover when required.

Person specification

Essential Requirements

Experience

- Minimum of 3 years conveyancing fee-earner experience managing own caseload of sale and purchase files from inception to completion
- Experience dealing with leasehold properties
- Experience using case management systems
- Experience using the Land Registry Portal

Skills

- Ability to identify risk and carry out effective risk assessment
- Excellent communicator with clients, colleagues and third parties
- Capable of using diplomacy, tact and sensitivity when dealing with others
- Excellent team player
- Ability to work autonomously
- Excellent time management skills with the ability to manage conflicting priorities effectively
- Excellent English language skills
- The initiative and desire to raise the Firm's profile and recognise business opportunities
- Commercial awareness
- Ability to make timely and well considered decisions
- Competent at using MS Office, particularly Excel and Word, internet and email (must be able to type own correspondence)
- High attention to detail and accuracy with figures

Knowledge

- Residential property law
- Land Registry practice and procedure
- CQS protocol and procedures
- Anti-Money Laundering Procedures

Behavioural characteristics

- Ability to inspire and motivate self and colleagues
- Commitment to continuous improvement and providing a high quality service
- Taking ownership for informed decisions and delivering quality outcomes
- High degree of personal integrity and commitment to fairness, diversity and equality
- Willingness to participate actively in training and development
- Genuine willingness and desire to progress themselves and the department/business they work within
- Professional appearance

Desirable Requirements

Experience

- Handling Remortgage and Transfer of Equity matters independently
- Use of FormEvo
- Managing caseload paperless or paper light.