Winston Solicitors (UK) Limited

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| **Job description**  |
| **Position** | Conveyancer |
| **Job purpose** | Experienced conveyancer required to assist the Property team continue to deliver highquality 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 |
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| **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 the process up.
5. Communicating internally with conveyancing team, support staff and finance department and externally with clients, referrers, estate agents and other third parties.
6. To verify client’s and giftor’s identification and raise 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. General administration.
11. To support the property partner in marketing activities on both local and national level to develop new clients within agreed financial budget and timescales.
12. To assist colleagues in relation to complex cases and working as a team.
13. To plan and prioritise case and file management of national and local clients under supervision.
14. To develop and retain new clients according to an agreed development strategy.
15. To adhere to the firm’s financial policies of invoicing.
16. To train and develop relevant knowledge, techniques and skills.
17. To assist in providing holiday cover.
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| **Person specification** |
| **Essential Requirements** **Experience** * Minimum of 2 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
* Use of 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
* To have the initiative and desire to be able to raise the firm’s profile and recognise business opportunities
* Possess 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*** Experience of commercial property
* Marketing experience, particularly in relation to property
* Handling Remortgage and Transfer of Equity matters independently
* Use of FormEvo
* Managing caseload paperless or paper light.
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