

Job Title: Conveyancing Assistant

1. **Department:** LCF Residential

Reports To: Head of Residential

Overall, Purpose of the Role:

2. The Conveyancing Assistant will provide efficient administrative support to the Head of Residential and other fee earners within the team. This role will also involve taking on fee-earning tasks and contributing to the department's profitability. The role is integral to the growth and success of the firm, aligning with the overall business strategy.

Key Responsibilities:

3. This list outlines the main duties and responsibilities of the role but is not exhaustive.

1. **Fee-Earning Work (Under Supervision):**

- Assist with file creation and management.
- Prepare and generate client care correspondence.
- Log onto case management systems all initial client documentation.
- Review ID and request further evidence for Fee Earners if required.
- Draft contracts as required.
- Request searches
- Undertake writing of mortgage and search reports.

(Note: The role does not include full file review or management responsibilities.)

2. **Client Communication:**

- Handle routine client queries and maintain ongoing communication.
- Ensure clients are kept informed of progress and costs related to their matters.
- Taking client and third party stakeholder calls in line with LCF 's policies.

3. **Work Allocation & Progression:**

- Manage client matters allocated by New Business team, following firm guidelines and quality standards.
- Ensure timely progression of all client work.

4. **External Communications**

- Update third parties involved in transactions and relevant third-party portals.

5. **Client Care & Confidentiality:**

- Deliver excellent client service in a professional, courteous, and efficient manner.
- Maintain confidentiality and security of all client and firm-related documents and information.

6. **Compliance & Firm Representation:**

- Adhere to Solicitors Accounts Rules and the Professional Conduct of Solicitors.
- Support the Head of Residential in promoting the firm's visions and values.

7. Collaboration & Relationships:

- Communicate effectively with colleagues across the firm.
- Maintain good working relationships with external stakeholders and partners.

Required Skills & Qualifications:

1. **Attention to Detail:**
Ability to maintain a high level of accuracy while working efficiently in a fast-paced environment.
2. **Communication:**
Strong written and verbal communication skills.
3. **Organisation & Time Management:**
Proficient in managing tasks and using firm computer systems effectively.