

**Job Title** Residential Conveyancer  
**Reporting to** Head of Department – Sasha Jacques  
**Responsible for** N/A

**Department** Residential Conveyancing  
**Date** February 2017  
**Location** TBC

### Job Summary

- + To undertake fee earning work for the firm on behalf of clients in residential conveyancing and related areas.

### Key responsibilities

#### Fee earning work

Undertake certain elements of fee earning work. In particular:

- + Interviewing clients, taking instructions, keeping detailed file notes of instructions received and of advice given and of any other attendances upon clients and other parties
- + Maintaining file check lists
- + Exercising at all times high standards of client care in a professional and pleasant manner
- + Assessing quality of work undertaken
- + Issuing “client care letters”
- + Taking forward matters including drafting or considering contract packages
- + Raising enquiries
- + Submitting all appropriate searches
- + Conducting exchanges of contract
- + Agreeing form of transfer deeds and raising requisitions
- + Completing matters on schedule
- + Advising clients as to the progress of matters and incidence of costs periodically throughout matters
- + Checking and signing files prior to closure
- + Dealing with fax, email and telephone communications promptly
- + Maintaining an adequate and up to date knowledge of the law and practice
- + Checking all draft documents
- + Signing of post
- + Giving undertakings in the approved form in conveyancing matters
- + Compliance with the procedures in the Office Manual
- + Notification to partner as to any complaints received in respect of work undertaken and assistance in resolving any such complaint
- + Management of support services for which you are responsible
- + Participation in marketing activities whether on a firm-wide, departmental or office basis
- + Financial control with particular regard to cash flow control through collection of monies on account and billing procedures
- + Ensuring the confidentiality and security of all of the firm’s and clients’ documentation and information
- + Participation in team, departmental and office meetings
- + Maintenance of an adequate and up to date knowledge of the law and practice

#### Accounts procedures

- + Preparation of bills of costs, completion statements, exchanging contracts and obtaining the approval of Accounts of all bills prepared

- + Obtaining payment on account from clients
- + Requesting cheques
- + Obtaining partner's signature on cheques
- + Preparing written requests for banker's drafts
- + Notifying Accounts of department incoming telegraphic transfers
- + Making request for telegraphic transfers (and if so authorised TT's for the firm)
- + Preparing written request for telegraphic transfer for authorisation
- + Counting money received from clients as payments in
- + Requesting transfer of money between client accounts
- + Requesting transfer of money between client and office account
- + Referring amendments to cheques and bills to partners for approval and dealing with the formalities for such amendment
- + Perusing monthly print outs and taking the required action including ensuring that all client money is placed on deposit when required
- + Attending monthly review meetings to report on outstanding bills and disbursements as requested
  
- + Any other reasonable duties as directed by your manager

**Signed by job holder**

(Print Name)

Signed:

Date: