

# Barcan+Kirby

## Job description

Barcan+Kirby

**Job Title:** Legal Assistant  
**Reporting to:** Residential Conveyancer  
**Responsible for:** N/A

**Department:** Residential Conveyancing  
**Date:** November 2016  
**Location:** Gloucester Road office

### Job Summary

Undertaking a variety of administrative duties as directed by the fee earner

### Key responsibilities

#### Secretarial and administrative work

- + Typing, using SOS Connect to manage all current and archived matters including managing existing contacts and client data and creating new contacts, clients and matters as required
- + Liaising with clients and others
- + Organising meetings and courses and travel arrangements when necessary
- + Taking telephone messages pulling and filing post, attaching letters to envelopes and ensuring that post is sent
- + Maintenance of file format and content in accordance with the office manual, photocopying and scanning documents as required
- + Assisting with reception duties when required
- + Carrying out the various searches required as part of a normal property transaction.
- + Updating contact details when required
- + Getting file audits to relevant person
- + Carrying out API & SDLT and submitting to relevant authorities

#### Accounts procedures

- + Obtaining the approval of Accounts of all bills/claims prepared
- + Obtaining payment on account from clients
- + Requesting cheques & obtaining a partner's signature on cheques
- + Preparing written requests for Bankers drafts
- + Notifying Accounts of incoming telegraphic transfers, making requests for telegraphic transfers by telephone, notifying accounts of telegraphic transfers requested by phone, preparing written request for telegraphic transfer for Accounts
- + Counting money received from clients as petty cash payments-in
- + Requesting transfer of money between client and office accounts
- + 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 where required.
- + Chasing money due when required

Any other reasonable duties as directed by your manager.

### Signed by Job Holder

(Print Name)

Signed:

Date: