

# Barcan+Kirby

## Job description

Barcan+Kirby

**Job Title:** Legal Assistant  
**Reporting to:** Georgina Bryant  
**Responsible for:** Fee earners within the department

**Department:** Company Commercial  
**Date:** June 2017  
**Location:** Queen Square

### Job Summary

To provide direct support to the Company Commercial Department to enable each of them to operate at optimum efficiency

### Key responsibilities

- Word processing, typing, using SOS Connect, and digital dictation to manage all current and archived matters including managing existing contacts and client data and creating new contacts, clients and matters.
- Setting up Company Commercial files (eg: commercial contracts, acquisitions, disposals, shareholders and joint venture agreements).
- Using and entering information on SOS.
- Preparing correspondence and documents in accordance with the firm's procedures.
- Administering filing which will include filing, opening, closing, storage and retrieval of files in accordance with the detailed procedures contained within the office manual.
- Carrying out conflict checks.
- Arranging for all copying to be done.
- Liaising with clients, other solicitors and others.
- Chasing information where necessary.
- Organising meetings and conferences with clients and others; making travel arrangements and arranging refreshments when necessary.
- Preparing the conference room for meetings as necessary and for the tidying and clearance of the room at the end of the meeting.
- Taking telephone messages; scanning and filing post; attaching letters to envelopes with relevant enclosures and ensuring that post is checked and sent.
- Adding to diaries dates and deadlines.
- Researching of information when required.
- Requesting documents from archives.
- Maintenance of file format and content in accordance with the office manual, photocopying and scanning documents as required.
- Assisting with reception duties when required.
- Checking incoming post in absence of fee earner to see what is to be actioned. Ensuring that full notes are on files/SOS and fee earner notified by email of all work done on the files in fee earner's absence.
- Recording billable time when appropriate to do so.
- Assisting with work for other colleagues.
- Deal with new enquiries and cross referrals within the firm.
- Undertake specific training when required to do so and overall to have a responsibility towards self-development.
- Ensure the confidentiality of all the firm's and clients' documentation and information.
- Any other reasonable duties as directed by your manager.

**Accounts procedures**

- Preparing bills.
- Requesting cheques.
- Obtaining partner's signature on cheques.
- 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.

**Signed by Job Holder**

(Print Name)

Signed:

Date: