

Barcan+Kirby

Job description

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Job Title Legal Assistant
Reporting to Jim Gridley
Responsible for N/A

Department Family
Date March 2017
Location Horfield

Job Summary

- + To provide direct support to the family department to enable each of them to operate at optimum efficiency.

Key responsibilities

- + 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 as required.
- + Using Egress Switch (encryption software) to send confidential documents out via email.
- + Liaising with clients, other solicitors, the Legal Aid Agency, the courts and others.
- + Organising meetings and conferences with counsel and clients, making travel arrangements when necessary.
- + Sending reminders (texts, letters, and phone calls) to clients regarding appointments or court hearings.
- + Obtaining availability of counsel and experts involved in cases. Booking in counsel/experts.
- + Triaging new matters, including court-appointed cases, both on the phone and in person.
- + Preparing basic court forms such as divorce petitions or Form 'E's.
- + Preparing indices, chronologies and schedules of assets.
- + Taking telephone messages, scanning and filing post, attaching letters to envelopes with relevant enclosures and ensuring that post is checked and sent.
- + Adding dates and deadlines to diaries.
- + Researching of information when required (e.g. obtaining information relevant to cases using social media and other sources).
- + Maintenance of file format and content in accordance with the office manual, photocopying and scanning documents as required.
- + Creating, updating and maintaining case bundles.
- + Liaising with various professionals to obtain missing documents.
- + Meeting with clients to complete basic forms or obtain further information and instructions.
- + Delivering documents by hand to court and elsewhere
- + Assisting with reception duties when required.
- + Checking incoming post in the absence of the fee earner to see what is to be actioned. Ensuring that full notes are on files/ SOS and the fee earner is notified by email of all work done on the files in their absence.
- + Chasing up outstanding information on cases.
- + Assisting with work for other colleagues if they are out of office due to annual leave, sickness etc.
- + **Accounts procedures**
- + Preparing private client bills.
- + Requesting cheques.

- + Obtaining a 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.
- + Assisting in the preparation of claims for costs on accounts to the Legal Aid Agency
- + Obtaining the approval of Accounts of all claims on accounts prepared.
- + Obtaining payment on account from the Legal Aid Agency.
- + Paying out invoices on receipt of BACS statement from the Legal Aid Agency.
- + Chasing the Legal Aid Agency for outstanding payments, claims, certificates etc.
- + Providing costs draftsmen with all information required for an accurate bill to be drawn up.
- + Sending copies of public funding certificates received to counsel (if used) and at all times ensuring that Accounts are aware that a matter is publicly funded.
- + Making refreshments and ordering food for clients and internal meetings when required.
- + Any other reasonable duties as directed by your manager.

Signed by Job Holder

(Print Name)

Signed:

Date: