

AWDRY BAILEY & DOUGLAS

S O L I C I T O R S

ABD legal Services Ltd

Job Title:	Post Completions Clerk	Job Category:	
Department/Group:	Conveyancing	Job Code/ Req#:	
Location:	Chippenham	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	Full time, (part time will be considered) permanent
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Responsible to:	Head of Conveyancing		

Job Description

About Awdry, Bailey & Douglas:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and our new office in Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so In return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

ROLE AND RESPONSIBILITIES

Job Purpose:

Working within the Residential Conveyancing department, to coordinate all post completion activities, providing excellent levels of service to clients and Fee Earners.

Typical Activities:

Responsibility for: -

- Preparation of letters and documents for completion.
- Check completion statements to ensure financial calculations are correct on client and office accounts after completion.
- Submission of documents to HMRC and the Land Registry.
- Ensure Land Registry requisitions are dealt with promptly.
- Deal with enquiries from Mortgage Lenders regarding mortgage redemptions and registration.

Support with: -

- To provide support with additional tasks as required
- Liaison with fee earners regarding any problems identified or outstanding issues.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have excellent communication skills both verbal and written
- The ability to build relationships and work collaboratively
- Sound general administrative experience
- Great attention to detail
- To enjoy a varied workload and working at pace
- To be able to produce a high standard of work when under pressure
- To present in a professional manner
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages

Desirable:

- Experience of Investors in People and LEXCEL accreditation
- Experience of post completion work preferable but not essential as training will be given

Additional Notes:

You will be expected to attend all update training as required.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	