JOB DESCRIPTION

Job Title:	Associate Solicitor
Department:	Commercial Property
Responsible to:	Head of Commercial Property
Responsible for:	n/a
Location:	South Wales

1. Role/Job Purpose

To contribute to the Commercial Property Department's expertise and the growth and reputation of the Department and Firm generally. This will include, but not limited to, the main responsibilities given below. The Associate Solicitors are expected to use a high degree of self-management and initiative.

2. Role Requirements

Main Responsibilities

- To manage all client work allocated and in accordance with detailed procedures and quality standards contained in the firm's Office Manual
- To ensure that all client work is progressed expeditiously and that the client is kept regularly informed on progress and on costs.
- At all times exercise high standards of client care in a professional and pleasant manner.
- To ensure the confidentiality and security of al the firm's and client documentation and information.
- To achieve agreed levels of billing and time recording.
- In close liaison with the accounts office and credit control department, to have overall responsibility for credit control on own matters.
- To comply with the Solicitors Accounts Rules and the Rules on the Professional Conduct of Solicitors.
- To maintain clear and precise communications with other personnel of the firm.
- To ensure good working relationships with external institutions and organisations.
- To supervise, support and develop immediate support staff.
- To take responsibility for and attend to self-development.
- In conjunction with the firm, to comply with the relevant training requirements of the Law Society and to assist with in-house training as may be required.
- In liaison with the Head of Department and other Partners, to be active in promoting the services of the firm and its image and ethos.
- Taking instructions from clients in person or on telephone and via email
- Drafting letters and legal documents
- Checking title documents to properties
- Liaising directly with other parties with enquiries/replies
- Undertaking searches with Local Authority, Land Registry etc.
- Reporting to clients with relevant information on their transaction and advising clients where necessary
- Attending upon clients to sign legal documents
- Drawing up completion statement
- Agreeing dates with all parties and exchanging Contracts
- Arranging the transfer of monies on completion
- Submitting Land Transaction Tax and/or Stamp Duty forms and registering documents at Land Registry
- Complying with Solicitors Account Rules and Rules of Professional Conduct of Solicitors
- Exercising high standard of client care at all times
- Management of own support staff/secretary if applicable
- Participation in marketing activities and active promotion of the firm

- Financial control through collection of monies on account and billing procedures on own matters.
- Ensuring confidentiality and security of Firm's and client's documentation and information
- Carrying out any other duties relevant to the position as and when required by the Partners of the firm.

3. Person Specification

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential

- Admission to the Solicitors Roll
- A minimum of four years' experience of working within the Commercial Property Department (pre or post qualification)
- Good commercial awareness
- Good IT skills and experience of using a range of windows-based systems
- Strong administrative skills, to include drafting letters and documents etc.
- Strong communicative skills, in writing and on the telephone.
- Strong ability to calculate figures and monetary amounts
- Strong time management skills
- Good keyboard skills and the ability to use a range of software
- Good experience of conveyancing work, in particular Sale and Purchase
- Ability to run a Sale/Purchase file without supervision
- Ability to manage support staff if applicable

Desirable

- Experience of drafting and negotiating commercial and corporate documents whether that be share purchase/sale or asset purchase/sale agreements or other related documents
- Experience of undertaking due diligence on corporate and commercial sales and purchases
- Arranging for stamping and payment of stamp duty on stock transfer forms
- Experience of using Case Management, Document Management and time recording systems.

PERSONAL SKILLS AND QUALITIES

Essential

- The ability to think strategically, prioritise and make decision
- The ability to balance competing needs and interests
- The ability to communicate effectively to a range of people both inside and outside the organisation including client, business associates, colleagues and team members
- Strong influencing and persuasion skills
- The ability to convey a true understanding of clients needs and maintain their confidence
- The ability to work independently and as part of a team
- The ability to assess situations and provide appropriate feedback

Desirable

- An understanding of health and safety issues within the workplace