



Residential Conveyancing Paralegal

Beverley Morris & Co, a law firm based in Blackheath, is seeking to hire a Paralegal to join its Residential Conveyancing Team.

The successful candidate will have a minimum of 2 years of experience in residential conveyancing and be familiar with residential conveyancing transactions from start to finish.

They will work under the supervision of a team leader and will need to be familiar with: -

- Using a case management system
- Dealing with the file opening process, including AML procedures
- Asking relevant questions to gather information to provide an estimate of costs
- Sending an appropriate client care letter with ToB and all relevant questionnaire forms
- Applying for a management information pack for leasehold properties
- Preparing contract pack on a sale
- Applying for searches on a purchase
- Typing reports on searches prepared by the team leader
- Reporting to the client on their mortgage offer
- Typing a title report to the client prepared by the team leader
- Exchanging contracts, where necessary synchronising exchange of contracts on a sale and a purchase
- Dealing with all post exchange work such as transfer deed, requisitions on title, redemption figure, mortgage deed, certificate of title, bankruptcy and Land Registry searches, apportionments on a sale, bill and financial statement
- Post-completion, deal with SDLT return, API including any RX forms, certificates of compliance, notices of transfer and charge
- Reporting registration to the client, refunding on account monies and closing the file.

For the right person, training will be provided on aspects that are unfamiliar.

Further attributes will include:-

- Proficient with Microsoft Office, specifically Outlook, Word, and Excel
- Strong oral and written communication skills
- Excellent organisational skills.

Job Type: Full-time, permanent, office-based.

Salary by negotiation.