



Paralegal

Real Estate & Projects

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices on London Wall we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators but in particular we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 230 employees.

The Team

The team includes projects, property, procurement, and development lawyers within a single group. When required, the team can also draw upon our Banking, Corporate, Employment and Housing teams’ expertise to provide first class legal services to participants in projects across a wide range of sectors including housing, leisure, energy, healthcare, care, older persons and accommodation projects. A core area is development work for Housing Associations and private developers and that would be the focus of this position, although there would be an opportunity to gain exposure to our wider projects work.

Job purpose

We are looking for someone with strong analytical skills, excellent attention to detail and able to manage their own caseload. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands. Whilst Property experience is essential, we would look to give where required the successful candidate the training support needed to flourish.

Main Duties and Responsibilities of the Role:

- Street property acquisition and sales
- Lease extensions both statutory and voluntary (landlord and tenant)
- Undertake Land registration formalities
- Complete of SDLT (Stamp Duty Land Tax) returns
- Reports on title
- Undertaking as well as assisting fee earners with residential conveyancing processes
- Proof documents and information
- Assist in dealing with deeds of easements and sectional agreements
- Manage own caseload and assist solicitors and other fee earners in the day to day administration of files
- Dealing with enquiries and chasing paperwork where necessary
- Provide clients with monthly invoices and progress reports as and when required
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time

- Organise and maintain tidy and accurate files both in hard copy and electronically
- Provide support to the fee earners within the team as and when required
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

The successful candidate will gain excellent exposure to a broad range of Property work from residential conveyancing through to large PFI projects.

Person Specification

Attributes and Skills Required

- You will have a minimum 2:1 degree or equivalent in Law (or appropriate conversion)
- Ideally you will have successfully completed or be studying the LPC
- You will have good experience in a similar role and possess solid drafting skills
- You will have excellent administration and organisation skills, including own diary management.
- Must have a methodical approach, with good attention to detail
- You will be competent in all MS applications including Word, Excel and Outlook
- Must be client focussed and have an approachable manner with good communication skills/telephone manner
- Good time management skills and the ability to deal with more than one task at a time
- Able to work with limited supervision

Please note we are only accepting CVs from direct applicants at this stage. If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com