



Paralegal

Banking and Capital Markets – Leeds office

The Firm

Devonshires has been based in the City of London for more than 150 years and we provide legal services throughout England, Wales, Scotland, the Channel Islands and the Isles of Scilly. 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 240 employees. Such expansion includes our first Northern office, located in the legal hub of Park Square in Leeds. The Leeds office opened on 13 February 2017 and directly serves our expanding Northern client base and provides the advantage of a local connection with the benefit of a City heavyweight.

Job purpose

We are seeking to recruit a Paralegal to assist our banking team which offers an exciting opportunity to work as part of a market leading practice but without the need to relocate to the City.

We are looking for an individual who has excellent attention to detail and will be able to manage their own caseload with Partner supervision. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Assisting the Partner leading the team and the Solicitor supervising you with specific tasks allocated on his/her files to include: drafting and negotiating key banking documents such as board minutes and officer’s certificates and dealing with post-completion matters.
- Liaising with clients as necessary to progress transactions.
- Providing the Partner and Solicitor supervising you with progress reports as and when required.
- Assisting with the organising and maintaining of the transaction files.
- Providing cover and support to the other paralegals within the team as and when required.
- Meeting targets that may be set from time to time.

- Following department procedures, the Solicitor's accounts rules and the Firm's policies and procedures as detailed in the Office Manual.
- Undertaking such duties and tasks that are appropriate for the role of Paralegal such as changes in information systems and new technology as may reasonably be required.

Person Specification

Essential skills

- Possess good drafting skills. Conduct effective legal research.
- Competent in all MS applications, to include Word, Excel and Outlook.
- Good communication skills at all levels.
- Must be client focussed and have an approachable manner with good communication skills/telephone manner.
- Have a methodical approach, with good attention to detail and the ability to communicate clearly and confidently at all levels.
- Possess a strong customer service ethic with the ability to empathise with clients.
- Excellent administration skills, organisation and attention to detail.
- Good time management skills, able to deal with more than one task at a time, able to work with limited supervision, able to work under pressure and to tight deadlines, able to prioritise tasks.
- Be a supportive team player and willing to assist others.
- Self-motivated, enthusiastic, tenacious and approachable.
- Be assertive and confident with dealing with people at all levels.
- Be calm and professional at all times.
- Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members.

Desirable skills

- 2:1 degree or equivalent in Law (or appropriate conversion).
- Successful completion of the LPC or studying the LPC part time.
- Studying ILEX.
- Knowledge of DMS (Document Management System).

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 Solicitors 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, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are 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, and our Diversity statistics, please visit our recruitment pages at www.devonshires.com.