



## Paralegal Post-Exchange Team, REP *Birmingham*

### **The Firm**

Devonshires is a forward-thinking firm which has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester 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, Real Estate and Projects. Over the past few years, we have grown significantly and now have over 300 employees.

### **The Team**

Real Estate (and particularly real estate development) is at the heart of Devonshires’ business, as it is with a major part of our client base.

Within the Team, there are 18 dedicated partners working on a wide variety of property transactions with a broad range of clients from registered providers of social housing and care homes, through to private developers, acting on sites and developments from a handful of units to thousands to portfolio and street property acquisitions and disposals.

Our Post Exchange Team plays an essential role within the Team, dealing with a significant number of transactions from the point of exchange of contracts to completion and beyond to registration.

### **Job Purpose**

Reporting to the Partner in charge of the Post Exchange Team, the successful candidate will play a key role in the existing Post Exchange Team to deliver an efficient and seamless transition from exchange of contracts, through to completion and registration.

### **Main Duties and Responsibilities**

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

Main responsibilities include:

- day-to-day workings of the Post Exchange Team, including:
  - multiple workflow trackers, calendar management (pertaining to completion/ AP1, Cancellation and SDLT submission deadlines).
  - Assisting with the day-to-day supervision of the paralegals and trainees within the Post Exchange team, ensuring they are delivering a quality service and meeting client expectations.
  - Dealing with client enquiries both in the context of the Team's Day to day activities (see below)
  - Regularly reporting into the Partner lead and ~~chairing/ co-chairing~~ regular catch up meetings with the Post Exchange Team.
  - To take on an active role and responsibility for training and developing the paralegals.
- In conjunction with other member of the Post Exchange Team, to set up completions in compliance with underlying land acquisition contracts and implemented processes including:
  - Preparing and approving transfer deeds and leases and dealing with their execution and completion.
  - Reviewing replies to pre-completion requisitions
  - Submitting, reviewing, and interpreting priority searches
  - Preparing and submitting SDLT returns and arranging payment within the statutory timescales.
  - Preparing AP1 applications to minimise Requisitions and to deal with any Land Registry Requisitions that may arise.
  - Assisting the team in dealing with enquiries raised day to day where required.
  - Arranging for files to be closed down once all completions pertaining to that matter have been completed.
- Keeping tidy and accurate files, records, and trackers both in hard copy and electronically and ensure LEXCEL compliance.
- Meeting deadlines that will be set from time to time both internally and by clients.
- To provide support to other fee earners across the firm in the relation to the Post Exchange processes and to share knowledge as and when required.
- To follow departmental procedures, the Solicitors' accounts rules and the Firm's policies and procedures as detailed in the Staff Manual, including LEXCEL.

## Person Specification

### Attributes and Skills Required:

- Strong academic background, ideally gaining a 2:1 at degree level.
- At least three years' paralegal experience
- Minimum 12 months continuous experience in a role that includes:
  - Experience of property contracts (ideally in a development context) following exchange and through to completion and registration.
  - Dealing with matters in volume (for example a residential conveyancing or plot sales role)
- Excellent administration and organisation skills, including diary management and the ability to multitask.
- Must have a methodical approach, with a good attention to detail and produce work / documentation which is consistently of a high standard.
- Competent in all MS applications including Word, Excel, and Outlook.
- Must be client focussed and have an approachable manner with excellent communication skills both written and verbal.
- Able to work with limited supervision with the ability to prioritise workload.
- Able to delegate and follow up on tasks to ensure that they have been achieved to a high standard.
- To have a flexible approach to work to ensure client deadlines are always met and clients are communicated with on a consistent and regular basis.
- Familiarity with Registered Providers would be an advantage but is by no means necessary.

If you would like further details or wish to apply for this position direct please email your CV and covering letter to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity Inclusion.**

*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 identity, 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](http://www.devonshires.com)*