



### **Private Client Legal Assistant: Life Team**

We are looking for a Legal Assistant, as maternity cover, to work in our top-rated, well regarded and friendly LIFE Team in our Harrogate office. The team comprises 6 Lawyers, 3 Legal Assistants and 4 Team Assistants, and the purpose of this role is to provide professional support to lawyers on a range of cases, chiefly relating to probates. This is a full-time post.

*No agencies – thank you*

### **Principal responsibilities:**

On a daily basis you will have responsibility for a number of tasks, for example:

- Working closely with the lawyer who runs the case file
- Day-to-day administration of the case file; ensuring that the matter progresses and the client is updated
- Dealing with clients by telephone and email, recognising their individual needs and expectations
- Attending client appointments
- Liaising with other professionals and institutions, such as Financial Advisors, banks and HMRC
- Completing relevant documentation, for example Inheritance Tax returns and associated documents
- Reconciling accounts and recording movements of money on behalf of the estate
- Using both general IT packages (MS Office) and our specialist probate software and case management system (Intelliworks and Liberate)
- Drafting simple legal documents (under supervision)
- Any other general office duties

### **Person Specification:**

Prior legal experience is not a requirement as full training will be given.

### **Knowledge and skills**

- Educated to at least A-level standard (or equivalent experience);
- English and Maths GCSE (grade A-C) required;
- Fluency in English (spoken and written);
- High level of IT skills, in particular Microsoft Excel;

- Excellent numeracy;
- Exceptional communication skills (written and oral);
- A thorough approach to work;
- Ability to work on your own, using initiative, but also as an integral part of a team.

#### **Personal qualities**

- Politeness;
- Enthusiasm;
- Excellent time management;
- Strong attention to detail;
- Willingness to take responsibility;
- Well presented.

#### **Company Description**

Berwins is one of the leading law firms in Harrogate and in the North Yorkshire area - details at [www.berwin.co.uk](http://www.berwin.co.uk); we are repeatedly ranked for the quality of our work in directories such as Legal 500 and Chambers and Partners. Our core values are passion, care, ownership, teamwork and accessibility - and to make sure we're not just talking the talk we have our files audited against our benchmarks. We use the phrase which a client gave to us - no ordinary lawyers - as an aspiration against which to measure what we are achieving.

Berwins offer a range of benefits including flexi time, company pension scheme, 25 days annual leave plus Bank Holidays, death in service benefit, health insurance, cycle to work scheme, childcare vouchers and on-site parking on paid and rota basis.

To apply please send your CV and short cover letter to [DrewFoster@Berwin.co.uk](mailto:DrewFoster@Berwin.co.uk)

*Berwins welcomes applications from suitably qualified people regardless of age, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit*