

## LEGAL ASSISTANT

### LIFE TEAM

Berwins is looking for a “no ordinary” Legal Assistant to work alongside our lawyers in the probate area of the Life Team. Ideally the applicant should have experience of handling probate cases from start to finish and using a probate case management system, or as a minimum have experience of private client work.

The position would suit someone with a law degree or someone who is currently studying for a relevant law qualification, but qualifications are not essential if the candidate has significant relevant experience. Candidates should have excellent personal skills and enjoy dealing with people as looking after our clients and interacting with third parties forms a core part of the role.

The successful candidate should also enjoy working as part of a team, be prepared to help other members of the team as necessary and actively contribute to the growth and success of the team as a whole

#### Principal responsibilities

- Working closely with the lawyers who run 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..

#### Knowledge and experience

The Legal Assistant needs to have legal experience, be computer literate and adapt at using technology.

#### Skills and Qualities

- Excellent administrative and secretarial skills;
- A high degree of competence with word processing packages and common business tools (such as Outlook) for both email and calendar;
- Excellent interpersonal and communication skills and be well-presented;
- Good listening skills and be able to demonstrate care and empathy towards clients;
- Team player, with willingness to help others and who shares information

- and knowledge to help deliver a joint outcome;
- Highly organised and methodical, with the ability to work to deadlines, manage time effectively and to prioritise conflicting objectives;
  - Able to deal appropriately with confidential information;
  - Accurate, with good attention to detail; have a professional and capable approach to your work;
  - Relish the opportunity to take responsibility for tasks within your remit and to use your own initiative;
  - Have a positive, "can do" attitude
  - Desire to undertake training in order to promote personal and practice development

## The Person

The key attributes for this role are:

- The ideal person will have previous experience within a law firm or come from a legal background.
- You must be prepared to work flexibly as needed, with a strong desire to work within a team environment.

## 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 subsidised parking.

## To Apply

To apply please send your CV and short cover letter to the team leader, Liam O'Neill via [liamoneill@berwins.co.uk](mailto:liamoneill@berwins.co.uk)

*Berwins is an Investor in People. 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.*