

Job Description: Corporate Legal Assistant / Paralegal

Department: Corporate / Commercial Law
Reports to: Director
Date: June 2026
Working Hours: Full time – 37.5 hours per week Monday to Friday

1. Required qualifications, skills and experience

- 1.1 Excellent IT and audio typing skills.
- 1.2 Excellent communication skills both verbal and written.
- 1.3 Exceptional attention to detail.
- 1.4 Excellent organisational skills.
- 1.5 Strong ability to work effectively, meet deadlines and manage a varied workload.
- 1.6 Preferably previous experience as a Legal Assistant or experience of working in another professional office.

2. Desired qualifications, skills and experience

- 2.1 Previous experience of working within a Family Department would be ideal.
- 2.2 Experience in using court systems and portals is preferable but not essential.
- 2.3 Relevant legal qualification

3. Role

- 3.1 The primary role of a Legal Assistant / Paralegal is to provide direct support to the Corporate Solicitor to enable them to operate efficiently. This will include but will not be limited to the main responsibilities listed below. The Legal Assistant / Paralegal is also expected to use a high degree of self-management and initiative.

4. Main responsibilities

- 4.1 To open new files and issue new clients with Client Care Letters, Terms and Conditions etc.

- 4.2 To prepare correspondence and documents through audio typing and word processing.
- 4.3 To draft documents and/or track changes in documents which have previously been drafted.
- 4.4 To arrange for all copying to be carried out and if Reception are not able to do so undertake the task in person.
- 4.5 To make appointments, arrange meetings and to maintain an up-to-date diary for the Corporate Solicitor.
- 4.6 To attend to clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care.
- 4.7 To accurately prepare all invoices and completion statements for submission to the Accounts Department and sending to clients.
- 4.8 To correctly record all funds that are remitted and received by completing posting slips and prepare payment requests.
- 4.9 To prepare mail and enclosures for posting.
- 4.10 To keep the Practice Management System and all file inlay sheets up-to-date throughout the course of the matter.
- 4.11 To administer filing. This will include daily filing and also the archiving, storage and retrieval of client files in accordance with the detailed procedures contained in the Office Manual.
- 4.12 To provide support to other assistants as and when required.
- 4.13 To provide support to Reception and temporary assistants when required to do so.
- 4.14 To undertake any specific training when required to do so and overall to have a responsibility towards self-development.
- 4.15 To ensure confidentiality of all the firm's and clients' documentation and information.
- 4.16 Comply with the Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors or other professional body (if applicable)
- 4.17 Comply with the requirements of relevant Accreditation Schemes and the protocols contained within.