

Job Title	Legal Assistant
Salary	£25,406 - £32,349
Weekly Working Hours	Full time 35 hours per week
Reporting to	Fee earners

Arthur & Carmichael LLP is growing, and we want you to grow with us. This is a new opportunity to work in a progressive legal office. We are a successful Highland-based firm providing high quality legal services to a range of clients across the country and overseas. You will work within a progressive development structure and will have the opportunity to mould this role and make it your own.

JOB PURPOSE

Reporting to the fee earners of the business, the post holder is responsible for day to day duties associated with the smooth operation of the legal firm, providing support across all areas with a focus on supporting our Executries team. The post holder will perform a variety of duties including drafting legal correspondence, documents and deeds, and liaising with clients. Under the guidance of a fee earner, it is anticipated that the successful candidate, over time will develop their own case-load.

KEY RESPONSIBILITIES

- Providing outstanding client care.
- Supporting the executry team with the full procedure from notification of death to winding up and finalising the executry estate.
- Communicating regularly with banks, Inland Revenue, pension providers and various other financial institutions, in relation to the executry procedure.
- Completion of accounting forms.
- Liaising with and updating clients throughout the process.
- Conducting legal research where required.
- Drafting, and reviewing Wills and Powers of Attorney documentation, Tax Returns, Fee Notes, and executry accounts.
- Researching Legal Reports and considering next steps.
- Take a leading role in document and electronic file management, ensuring compliance with data protection protocols.

- Maintain the office manual, ensuring all processes and systems are continuously improved and updated.
- File, organise, scan, and manage legal documents, ensuring efficient workflow of all matters.
- Progress anti money laundering and ID verification checks.
- Ensure all client details are secured, maintained and updated as required.
- Support fee earners in the marketing of their services including updating the firm website and undertaking other promotional activities.
- Work towards building a case-load of your own

PERSONAL SKILLS

- Can evidence excellent verbal/written communication skills.
- Can communicate effectively and adapt their style to different situations.
- Has experience working in an environment where strict deadlines need to be met.
- Can provide examples where they have used their problem-solving skills and solution-based approach.
- Can evidence a proactive approach to daily work routines and attention to detail.
- Can work independently, organising and prioritising their own workload, with little supervision necessary.
- Recognises where other team members may need support and acts accordingly.
- Demonstrates sensitivity, discretion and respect for confidentiality.
- Demonstrates an enthusiasm to learn.

JOB SKILLS

- Essential that the successful candidate has developed numerical skills and can use spreadsheets like Microsoft Excel to organise and analyse financial data.
- Familiarity with legal documents and terminology is preferable, however full training will be provided.
- An accountancy qualification is not necessary or essential, however an understanding of general accounting and tax principles is desirable.
- Can evidence a working knowledge of up to date IT skills including proficiency with MS Office and database management/document control.
- A paralegal or equivalent qualification is desirable but not essential as full training and an opportunity to develop further will be provided.

BENEFITS

- Competitive salary with annual discretionary bonus review scheme based on individual and company performance.
- Dornoch town centre work location with adequate parking and within walking distance of all amenities.
- Training and development including support towards legal qualifications for those interested in career progression.
- A generous annual holiday entitlement including 20 bookable flexible days per annum and 13 fixed holidays (10 days at Christmas/New Year, 2 days at Easter and May Day) when the office is closed.
- Flexible option to purchase/sell up to 5 bookable days annual leave per year.
- Flexible contributory pension scheme.