

Job Description

Job Title:	Legal Assistant
Department:	APJ
Reports to:	Solicitor/FCILEx
Location:	Daresbury

JOB CONTEXT

Anthony Philip James is an established legal practice within the financial product market that is responsible for generating legal claims against lenders, brokers and insurance underwriters to include unfair relationship claims and negligence claims.

As a Legal Assistant you will be the first line of support for your team offering support from reviewing disclosure documents, drafting letters of claim and supporting claims through the court process. You will be the first point of call for clients, offering a strong client care service to the clients to include where appropriate advice on the stages of the claim process.

Anthony Philip James & Co is authorised and regulated by the Solicitors Regulation Authority. (SRA)

ORGANISATION

Reports to	Solicitor/FCILEx
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OVERALL PURPOSE OF THE JOB

The role of a Legal Administrator is to be the first point of call to clients, providing clear and concise updates, arranging telephone call appointments and to be the first line of support for your team undertaking work at all stages of the case. You will be required to produce high quality work to required timeframes and to meet targets whilst keeping the Case Management System updated. The role needs excellent time management, attention to detail and the ability to be able to communicate at all levels.

The job holder will need excellent organisational skills and the ability to work under pressure. All tasks will be undertaken in a professional and courteous manner and within the SRA's Code of Practice.

PRINCIPAL ACCOUNTABILITIES

ATTRIBUTES	ESSENTIAL / DESIRABLE
Qualifications / Experience	
Law Degree (or equivalent CILEx Level 3)	Essential
Previous experience of 6 months or more in the legal sector to include financial or insurance products and/or Civil Litigation	Essential
Confident telephone manner	Essential
Ability to understand and digest legal terminology and action accordingly	Essential
Ability to be able to self-motivate	Essential
Duties and Responsibilities	
Creating of new cases and ensuring that all information is accurate and kept updated.	
Review and process disclosure documents review for accuracy, ensure full disclosure has been provided and ensure that information is efficiently dealt with in a timely manner	
To keep client's updated and informed by way of telephone and written correspondence.	

<p>Communicate necessary follow up information and action accordingly</p> <p>Resolve any issues using appropriate communication methods and update the Solicitor.</p> <p>To comply with and be up to date with all aspects of compliance, Data Protection, Anti Money Laundering and financial crime awareness</p> <p>Assisting with day to day case files to include advising clients of the appropriate developments in their case, drafting letters of claim, correspondence to clients and third party providers, assisting with court documentation.</p> <p>To manage the court diary to include hearing dates, directions and appropriate timetables are diarised and kept updated.</p> <p>Administration duties as required</p>	
<p>Knowledge and Skills/Requirements</p> <p>A knowledge of the legal Industry</p> <p>Good interpersonal skills with presentation that represents the company image.</p> <p>Good time management and organisational skills</p> <p>Effective verbal and written communication.</p> <p>Ability to follow all company policies and</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

core values including Treating Customers Fairly policy.	Essential
Working knowledge of Excel and Word	Essential
Be able to work on own initiative taking a practical proactive approach	Essential
Be able to work under pressure and to strict time scales	

DECISION MAKING AUTHORITY

Decisions to be made in line with Company guidelines

JOB CHALLENGES AND PROBLEM SOLVING

The Administrative Assistant must be able to continuously achieve against internal targets whilst always adhering to company policy and SRA guidelines.

RELATIONSHIPS

Internal: All levels of staff at all Sites.

External: Professional peers, clients