Job Description

Job Title:	Paralegal
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 Paralegal you will be the first line of support for a Solicitor in offering support from reviewing disclosure documents, drafting letters of claim, pre action and interlocutory applications 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

OVERALL PURPOSE OF THE JOB

The role of a Paralegal is to contact clients offering clear and concise advice on the claims process, to be the first line of support for the Solicitor 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
LPC (or equivalent CILEx Level 6)	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
Costs experience to include drafting of bills, precedent H and S, negotiating costs and settlement of cases.	Desirable
Advocacy experience dealing with application hearings, small claims hearings, Joint Settlement Meetings and Round table conferences	Desirable
Duties and Responsibilities	

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.	
Communicate necessary follow up information and action accordingly	
Resolve any issues using appropriate communication methods and update the Solicitor.	
To comply with and be up to date with all aspects of compliance, Data Protection, Anti Money Laundering and financial crime awareness	
Assisting with day to day case files to include advising clients of the appropriate developments in their case, drafting letters of claim, drafting pre action and interlocutory applications, brief to Counsel drafting of particulars of claim, claimant statements, directions and trial bundles.	
Attending Court Hearings at trial, attending and conducting application hearings, joint settlement meetings and any round table conferences.	
To draft where appropriate bill of costs, e-billing, precedent H and precedent S forms.	
Administration duties as required	

Knowledge and Skills/Requirements	
A good understanding of the CPR, financial products, contracts and consumer law.	Desirable
Excellent communication skills	Essential
Ability to work under pressure and prioritise workloads	Essential
Excellent time management organisational skills	Essential
Effective in both written and verbal communication	Essential
Attention to detail	Essential

DECISION MAKING AUTHORITY

Decisions to be made in line with Company guidelines

RELATIONSHIPS

Internal: All levels of staff at all sites.
External: Professional peers, clients