Job description

Legal Secretary and PA
Part-Time (3 days a week)

Role	Legal secretary & PA
Department	Litigation & Dispute Resolution and Governance, Safeguarding and Charity teams
Reporting to	HR Director

About Hunters

Named as one of The Times' Best Law Firms (2020-2025), Hunters Law LLP is situated at the heart of legal London in Lincoln's Inn. We are a full-service firm, renowned for our private wealth, property and family law practices, alongside specialist expertise in art and heritage law, litigation, company and commercial law, and charity law.

We are looking for an experienced Legal Secretary/PA to support the work of our Litigation & Dispute Resolution and Governance, Safeguarding and Charity teams. The teams are small comprised of one Partner and one Associate in each respective team.

Both teams have ambitions to grow but until we realise these ambitions, the successful incumbent will support both departments.

The Governance, Safeguarding and Charity team is dedicated to helping schools, charities, businesses, religious orders and NGO's in the UK and internationally, in all aspects of Charities law and related legal areas, whether commercial, employment, education, property, social enterprise or safeguarding.

The Litigation & Dispute Resolution team deals with Contentious Trust & Probate, Property, Court of Protection, Art & Cultural Property and Commercial matters.

The incumbent will work closely with the other members of the Secretarial team and report to the HR Director. This is a part-time role, 3 days a week with a requirement to be able to work at month end.

Skills & Competencies

- **Professionalism:** Behaviour and appearance; Flexible and calm in approach
- **Communication:** Articulate, able to convey messages in an appropriate manner, know how to approach Clients, Court officials etc
- **Organisational skills:** Able to manage own workload, meet deadlines, manage case files and other documents in an orderly manner. Work towards a paperless environment
- Manage the Partners and Fee Earners diaries
- **Team Player:** Willingness to help and support others
- **Discretion:** Able to always maintain confidentiality and a high level of discretion
- **IT Packages:** Proficient in: iManage, Adobe Acrobat, P4W (finance package), Big Hand dictation, Laserforms, Practical Law, Kappris PDF software, Bundledocs, Land Registry portal, Smartsearch – ID for client onboarding, Word, Excel, Docusign.

Experience

The successful candidate will have a minimum of **one year's current** experience working in a law firm as a Legal Secretary or PA. This is a part-time role working three days a week and requires someone who is highly organised, an effective communicator and consistently attentive to detail and accuracy. Familiarity with litigation and/or charity work is essential, as is flexibility, particularly at month-end when bills need to be processed.

Both departments are busy and looking grow, so they need someone who is reliable, willing to roll up their sleeves and can provide excellent administrative support.

The role is eligible for hybrid working **after 6 weeks** of attendance in the office full time.

Responsibilities

- Opening files and assisting with CDD process. Getting ID from client. Putting reminders in fee earner's diaries to review cost estimate given in CEL 3 months' after CEL was sent
- Preparing AML pack and sending to Risk & Compliance department with completed CDD form for AML flag to be removed
- Reviewing CDD forms to ensure annual (or 6 monthly) checks that AML documents are correct and up-to-date (ie the client has not moved address etc)
- Liaising with clients and fee earners to organise meetings
- Managing fee earners diary and inbox (where appropriate)
- Assisting with bookings for conferences, restaurants where necessary
- Taking telephone calls and messages for fee earners
- E-filing and making sure everything is saved correctly to DMS in house style
- Flag emails that have not been actioned
- Document production and reformatting documents to ensure all in line with house style
- Preparing and sending out correspondence
- Preparing posting slips for monies coming in and going out
- Billing – preparing billing guides and draft bills for fee earners. When bills have been processed by finance – saving them to DMS, finalising by adding narrative or bill summary, and preparing it for fee earners to send to client
- Any other ad hoc duties as requested by team members.
- Attending the office to deal with printing, scanning and postal requests
- File closure process: checking finished matters are closed on P4W, returning money to client, sending any files off to storage and prompt fee earner to send out a feedback form and complete a costs form
- Preparing bundles using Bundledocs with front covers and index in house style using the templates in family precedents including redaction, renaming, merging and placing documents in chronological order, as required
- Monitoring the amount of bundles on Bundledocs and amalgamating as necessary
- Organising for a fee earner to contact digital enquiries via email, Moneypenny, and for conflict searches to be circulated
- Checking and assigning cases on the HM Court Portal as required
- Downloading documents from the HM Court Portal as required
- Diarising deadlines in Court Orders with reminders.

DGCS/LSPA/26N/0

Pat Fernandes
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