

## **Conveyancing Paralegal**

### **Full time, Dundee**

We have a vacancy for experienced conveyancing paralegal to join our busy Property Department. Thorntons prides itself on providing excellent customer service to our clients and as a Paralegal you will play a vital role in the client experience.

The ideal candidate will have previous paralegal experience of processing house sales and purchases, although we may also consider an excellent legal secretary who is keen to take the next step. You must have excellent computer skills and will ideally be experienced in using a case management system. You must possess good attention to detail and be comfortable working to tight deadlines.

### **About Thorntons**

Thorntons is one of the leading legal firms in Scotland and was recognised as Scottish Employer of the Year 2017 by Business Insider. We provide a full range of legal services for clients whether in their personal life, or in business. Our legal and support teams work together to deliver exceptional expertise mirrored by a first class client service. Each and everyone in the firm, regardless of their role, has an important part to play in delivering this promise. We invest in training for our people and advancement of our systems to ensure we are constantly at the forefront of service delivery in the legal sector. Our traditional values and innovative approach mean clients can rely on us for the right advice right through their life.

### **The Job**

Duties will include:

- Receiving client instructions on properties and checking mortgage and finance arrangements.
- Receiving instructions to intimate note of interest to selling solicitors, advising and noting instructions on offer to purchase. Arranging specialist works and/or advise on existing paperwork.
- Making formal offer to purchase to seller's agents, advising on terms of formal acceptance and concluding contract.
- Examining seller's title and reporting on the extent of the property and the rights and conditions affecting the property.

- Preparing and adjusting the drafts/title deed with the seller's solicitor. Examining the deeds and checking client's position on rights and obligations in respect of the property and the contract of sale/purchase.
- Obtaining instructions from the lender, preparing the mortgage documentation and ensure this is signed by client. Reporting on title to the lender and requesting drawdown of loan funds. Obtaining any balance of monies required to be paid by client.
- Dealing with settlement; paying the price on the settlement date in exchange for title deeds and keys.
- Submitting the title deeds and any mortgage document to the Property Register for registration.
- Negotiating and adjusting terms of accepted offer with the purchaser's solicitor to conclude a binding contract.
- Presenting all documents and information to purchaser's solicitor to ensure all correct on the title of the property.
- Checking the client position on matters relating to rights and obligations in terms of the contract of sale.
- Obtaining instructions from lender; preparing discharge of mortgage, including re-assignment of any endowment policy. Registering discharge of mortgage in Property Register and repaying mortgage to lender.
- Co-ordinating the settlement of the sale, receiving price from purchaser's solicitors in exchange for the Disposition and keys.
- Advising Local Authority of the change of ownership.
- Meeting with clients.

## The Candidate

| <b><u>Person Specification</u></b> |  |   |
|------------------------------------|--|---|
| <b>Requirements</b>                | <b>Essential</b>   | <b>Desirable</b>  |
| Education                          | <ul style="list-style-type: none"> <li>• National 4 or National 5 Qualification in Maths or English, or equivalent.</li> </ul>                       | <ul style="list-style-type: none"> <li>• Paralegal Certificate in Conveyancing</li> </ul> |
| Knowledge                          | <ul style="list-style-type: none"> <li>• Good keyboard and computing skills</li> <li>• Proficient in the use of Microsoft Office product.</li> </ul> |   |

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|----------------------|---|--|
| Experience           | <ul style="list-style-type: none"> <li>• Previous experience working in a law firm</li> </ul>   | <ul style="list-style-type: none"> <li>• Previous experience as a conveyancing paralegal.</li> </ul> |
| Skills and aptitudes | <ul style="list-style-type: none"> <li>• Good oral communicator</li> <li>• Good written communicator</li> <li>• Ability to work on own initiative</li> <li>• Good organisation skills</li> <li>• Excellence in client care and service</li> </ul> |  |
| Personal qualities   | <ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Ability to work well as part of a team</li> <li>• Flexible approach to work</li> <li>• Ability to work to tight deadlines</li> </ul>                               |  |

### Benefits

- Competitive salary
- 25 days holiday plus 7 public holidays
- Contributory Pension scheme, Employee Health Care Plan, Child Care Vouchers, Cycle to Work Scheme, etc.

### Hours

- 35 per week, Monday to Friday 9am to 5pm.

### Interested?

Apply online at [www.thorntons-law.co.uk/careers](http://www.thorntons-law.co.uk/careers) or download and return a completed application form to: HR Department, Thorntons, Whitehall House, 33 Yeaman Shore, Dundee. DD1 4BJ

**The closing date for applications is 5pm Friday 30 March 2018.**

