

JOB DESCRIPTION

JOB TITLE:	SOLICITOR or FCILEx
DEPARTMENT:	RESIDENTIAL PROPERTY
OFFICE BASE:	ASHFORD
REPORTING TO:	PARTNER
MAIN JOB PURPOSE:	
To undertake residential conveyancing work.	
KEY JOB RESPONSIBILITIES/DUTIES:	
<ul style="list-style-type: none"> • Manage own caseload of freehold and leasehold transactions; both sales and purchases including new build and help to buy • Dealing with re-mortgages • Preparing and advising on transfers of equity • Preparing and advising on residential tenancy agreements • Assist in the identification and development of new business opportunities for the department, through networking with local estate agents and other referrers • Attending various public events in the local community as the Department's representative. • Attending property department meetings and such training courses as determined by Head of Department • Compliance with the Firm's routine accounts and administrative disciplines • Subject to work volumes, provide own secretarial services including typing, filing, photocopying, in connection with these duties. 	
GENERAL OBJECTIVES:	
<ul style="list-style-type: none"> • To agree clear objectives linked to the Firm's business plan and participate in the performance management system, assessing performance and giving feedback as relevant • To have a personal development plan and evaluate the effect of training on achievement • To clearly identify the standards and systems required to continually improve our customer service • To comply with all the Firm's relevant policies and procedures • To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously. 	

April 2024

Signed Date