



CONVEYANCING ASSISTANT

Haslingden



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.

The Role

We are seeking a client focussed and enthusiastic Conveyancing Assistant to join our Haslingden office. The successful candidate will provide a full administrative service to the fee earners within the residential conveyancing team ensuring the smooth progressing of property transactions for the firm's clients.



www.whnsolicitors.co.uk

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Principal Responsibilities

- Respond to enquiries from clients, estate agents, lenders, and other third parties via email, phone, or in person.
- Provide quotes, open new files, issue client care packs, order digital ID checks.
- Prepare draft contract packs, order HMLR documents and order searches
- Deal with exchange of contracts and completions, including preparing accounting slips
- Submit applications to HMLR
- Maintain accurate and up-to-date file notes, telephone notes, emails, and case management systems including opening and closing files.
- Prepare costs estimates.
- Adhere to anti-money laundering procedures and the firm's accounting procedures.
- Assist fee-earners with administrative tasks, including managing emails, filing, and dealing with incoming and outgoing post.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, Lexcel, the CQS and the Legal Services Commission.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients.
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.



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Person Specification

		Essential	Desirable
QUALIFICATIONS	English language (Grade C or 4 and above)	✓	
	Maths (Grade C or 4 and above)	✓	
EXPERIENCE & KNOWLEDGE	Minimum of 1 year working in a similar role in a residential conveyancing department	✓	
	Microsoft applications	✓	
	Case management systems (preferably Proclaim)	✓	
	Office administration; including but not limited to typing, photocopying and archiving	✓	
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	
	Work within a team in a cohesive manner	✓	



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Person Specification Contd.

		Essential	Desirable
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	
	Demonstrate resilience when problem solving	✓	
	Work in an organised and methodical manner	✓	
	Excellent telephone manner and customer service skills	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	No criminal convictions	✓	
	Full clean driving licence		✓



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What We Offer

- Competitive salary
- Auto enrolment pension
- Death in service (after qualifying period)
- Salary sacrifice private medical insurance scheme
- Employee Assistance Programme
- Enhanced maternity / paternity / shared parental policies
- Legal services
- Conveyancing fees
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.

How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093

