



Residential Property Solicitor/Conveyancer

Department: Residential Conveyancing
Responsible to: Head of Residential Conveyancing
Location: Bromley, Sevenoaks or West Wickham

Role

To be responsible for managing your own caseload of conveyancing cases from the point of instruction through to exchange, completion and post completion formalities. Matters are to be managed in an organised and professional way, whilst ensuring exceptional levels of client care.

As part of our residential property team, the Fee Earner will require high standards of accuracy and efficiency with confident delivery of day-to-day conveyancing requirements. The ability to handle transactional work is a must, as is the ability to develop existing and new client relationships.

The department is well established and is an integral part of the future plans for Thackray Williams. As such there will be a requirement to develop existing relationships with clients and external sources such as estate agents, whilst contributing towards to the successful development of the department in line with the business plan.

Having a collegiate and collaborative approach to the team and the wider firm is also important.

Required knowledge and experience

The successful candidate will have at least 3 year's PQE and be currently working as a Residential Property Solicitor or Conveyancer, managing caseloads with a positive and enthusiastic attitude. He/she will have proven experience in business development, excellent track record of client service (with associated reputation) and establishing long term relationships with referrers.

We expect the successful candidate to have good team working and collaborative skills. We expect to see client care at the centre and for our lawyers to have a commercial approach to their work.

Responsibilities

- Process instructions in accordance with established procedures of both good practice and the firm's case management system
- Deliver strong client service through effective communication with clients and pro-active management of cases
- Assist in marketing activities and maintain appropriate professional relationships with referrers, etc
- Effect financial controls with particular regard to accurate preparation of completion statements and bills and the effective collection of monies on account
- Managing accounts ledgers,

[Bromley](#)

[London](#)

[Sevenoaks](#)

[West Wickham](#)



- Ensure confidentiality and security of all firm and client documentation and information
- Adhere to firm and SRA risk and compliance practices
- Supervise the work of any support staff reporting to him/her
- Promote and support the firm's core values and branding
- Assist in the development and marketing of the firm in line with the contents of the business and departmental plans
- To provide a profitable contribution to the work of the department, meeting and exceeding billing targets
- Promote and support the firm's core values and branding.

Person Specification

- Qualified Solicitor, Licensed Conveyancer or Legal Executive with a minimum of 3 year's PQE or equivalent with proven experience
- Experience of working with case management systems
- Excellent organisational skills
- Confident and approachable manner
- Self-sufficient and able to work with minimum supervision
- Ability to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Excellent communication skills
- Ability to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm
- Must be able to evidence that they meet or exceed our Core Competencies for Fee Earners which will be provided to candidates if they are successfully selected for interview.

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;

- Fostering Teamwork
- Motivational Support
- File Management



- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.
