



Position Description

Legal Assistant / Legal Executive – Relationship Property Team

The purpose of the position is to deliver outstanding secretarial / legal executive support to the head of the Relationship Property Team. The role is varied, and attention to detail is important. There is a lot of client interaction and administration in this position. Self-management and initiative are a must.

- A familiarity with legal work under the Property (Relationships) Act; preparing supporting documentation (e.g. if there is a trust involved - assignments of debt, deed of retirement of trustee, removal of spouse as beneficiary, share transfers, etc), Contracting Out Agreements; assisting with file management for proceedings under the Property (Relationships) Act, namely application for relationship property orders, MP 1 affidavit, narrative affidavit, interlocutory applications; liaising with valuers, actuaries, real estate agents in respect of relationship property files; client liaison.
- A familiarity with minor civil disputes in District Court, Employment Tribunal.
- A familiarity with the Protection of Personal Property Rights Act.
- Lots of client liaison with different organisations, such as the Court, client, SILC, IHC, Brain Wave Trust, etc.
- Familiarity with parenting, child support, spousal maintenance, surrogacy, adoption, and general family law, including research skills.
- Preparation of EPOA's, Wills, Trust documentation.
- Current conveyancing experience, ability to deal with general conveyancing, preparation of Agreements for Sale and Purchase, file attendances through to completion of conveyancing transaction.
- Assistance with general legal work for major private client.

The Relationship Property Team is a new team for Sharp Tudhope and approximately 15-20% of our Consultant's time is taken on precedent development and marketing. This is an important role as well for the LA/LE as this is a growing practice for the firm.

Hours

The position is for Monday to Friday, from 8:30am to 5:30pm, with the expectation that if additional time is required (e.g. on the eve of a Court hearing) then the LA/LE will be available upon being given reasonable notice. Time in lieu will then be offered.

The Consultant is generally away for the school term holidays in April, July, September and January. The preference is for the LA/LE to also take any annual leave within those time periods, rather than outside of them. The office also operates a closedown over the Christmas / New Year period until the second week in January with staff expected to take leave at that time.