



CONVEYANCER

Flexible Location



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 Conveyancer to join our team based at one of our offices across Lancashire and Greater Manchester. The successful candidate will work with the support of the department head but have autonomy in managing their own caseload of residential conveyancing matters and supporting clients through transactions.



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www.whnsolicitors.co.uk

Principal Responsibilities

Client Relations

- To develop and maintain good client relation skills, gaining clients' confidence and that of other professionals
- To anticipate and where appropriate respond to clients' needs and demands
- Undertake all aspects of client care by correspondence, telephone and face to face
- Keeping the client informed about their matter
- Taking instructions and advising clients
- Liaising with clients, other solicitors and third parties

Professional Standard

- Full utilisation of the firm's case management systems including, wherever possible, utilising available software to provide a quality, cost effective and efficient service to clients
- Dictation of letters, reports, documents and other correspondence
- Undertaking opening and closing file procedures
- To provide support to the relevant Director and/or Head of Department with their daily workloads, by way of undertaking elements of fee earning work under supervision and with administrative support
- To work and behave in a professional manner, in accordance with the standards of the profession and in accordance with any professional compliance requirements
- To provide a valuable contribution to the work of the department
- Treat all information about the firm and its client and their business as wholly confidential
- Provide a professional and helpful service to all internal and external clients
- Responsible for ensuring that personal internal communications are kept up-to-date, eg. email used, voicemail updated etc.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, Lexcel, the CQS and the Legal Aid Agency.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- 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.
- Understand the firms marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- 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) | ✓ | |
| | Proven experience of managing a residential conveyancing caseload | ✓ | |
| | CLC or studying towards or CiLex Level 3 Certificate or 2:1 or higher degree | | ✓ |
| EXPERIENCE & KNOWLEDGE | Microsoft applications | ✓ | |
| | Case management systems (preferably Proclaim) | | ✓ |
| | 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 | ✓ | |

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 | ✓ | |
| | 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

