

Role title	Paralegal
Role purpose	<p>To support more senior lawyers, partners and clients by providing comprehensive and confidential advice and assistance based on a good knowledge of the legal, regulatory and commercial environment in which they work.</p> <p>The position offers a platform for those with experience working in a legal environment who are keen to progress on to the trainee legal journey or a long-term career in a legal support role.</p>
Reporting structure	Paralegals will report to the fee earner for whom they are working on each matter.
Principal duties	<p>Supporting the team by:</p> <ul style="list-style-type: none"> • Assisting lawyers in providing clear, concise and technically sound practical legal advice • Drafting legal documentation • Document management • Transaction management and all aspects of case management • Carrying out legal research and collating information • Preparing cases for lawyers • Assisting in developing and expanding existing client relationships • Prepare fee estimates and quotations • Assisting with team-specific financials and matter management, e.g. budgets, WIP, aged debt reporting <p>Office Administration and other responsibilities:</p> <ul style="list-style-type: none"> • Develop a solid working knowledge of the law, legal terms, procedures and documentation • Undertake project work when required • Participate in the development of the practice's know-how, share knowledge and occasionally participate in conferences, seminars and internal training • Carry out client work allocated by and under the supervision of more senior fee earners and partners • Ensure that all new client matters are accurately set up in the client accounting and database system, including research to satisfy due diligence requirements • Ensure files are kept up-to-date (including filing of emails and correspondence) when active and that files are archived once matter is concluded • Organise diaries, schedule meetings and respond to telephone queries • Identify and retrieve information necessary to support legal decision-making • Meeting & presentation preparation • Report writing
Experience	<ul style="list-style-type: none"> • Candidate must hold an undergraduate degree or legal conversion (LLB/GDL/LPC) or be willing to study towards obtaining a legal qualification • Must possess a good understanding of the legal system as well as commercial awareness in order to be able to advise and support lawyers • Ideally some Jersey legal experience or previous experience of working in a law firm or legal environment • Ability to use precedents and timekeeping and billing systems • High level of proficiency with MS Office applications
Personal characteristics	<ul style="list-style-type: none"> • Ambitious and commercially driven • Excellent written and verbal communication skills • Ability to research analytically and produce written content

JOB DESCRIPTION

	<ul style="list-style-type: none">• Excellent planning and organisation skills• Ability to prioritise effectively and efficiently under pressure• Willingness to participate in Business Development and develop new initiatives• Team oriented with a flexible approach to assisting colleagues in a multi-team working environment
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