

A nighttime photograph of a city skyline. The Shard skyscraper is the central focus, illuminated with blue lights. To its right, a large, modern building with a grid of windows is lit up. In the background, a church with two spires is visible against the twilight sky. A bridge with a white railing and warm lighting spans across the foreground.

HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Paralegal, Real Estate - Residential Conveyancing  
(12 month fixed term contract)



# Welcome message

**There's something special about Howard Kennedy.**

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



**Craig Emden**

Managing Partner

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# About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

## Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself



# Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

**375+**

People

**150+**

Lawyers

**55+**

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

**25%**

International work

**70+**

Countries

**2**

International legal networks

## Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

**£56.9m**

2020/2021 revenue





# Why Howard Kennedy

## Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

## Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

## Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

## Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

# Job description

## THE ROLE

We are looking for a Paralegal to join our Residential Conveyancing team on a fixed term contract basis for 12 months. This is an excellent opportunity for a Paralegal with previous prime residential conveyancing experience to join our well regarded Real Estate department.

The Residential Conveyancing team deals with all aspects of prime residential property work including acquisitions and sales of freehold and leasehold properties, lease extension, and acting for overseas investors and trust companies in connection with purchases and sales, with a focus on the prime and super-prime central London market. It is supported by a dedicated, standalone Post Completions team.

Your role will involve a number of responsibilities including: providing administrative assistance for a variety of tasks, research tasks, communicating with third parties (written and verbal), the completion and processing of legal forms and documents, and supporting with preparation for client meetings.

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**We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.**

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

**Job title:** Paralegal

**Position Type:** 12 month fixed term contract

**Reports to:** Head of Team

### Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

## ROLE RESPONSIBILITY

- Manage conveyancing files from end to end.
- Scan in all incoming post to the case management file.
- Produce standard completion letters and documents where applicable.
- Receive files from the lawyers within the department prior to completion to set the matter up to complete.
- Prepare draft bills in readiness for completion.
- Coordinate the registration of the properties at the Land Registry either electronically or manually through the DX system of all applications for registration.
- Manage any necessary notices that need to be given to any third parties such as landlords.
- Diarise deadlines and timescales whilst in control of the file.
- Check registrations on their return from HM Land Registry.
- Send copies of the deeds to the clients on completion.
- Manage any client balances on the file.
- Prepare files for completion and dealing with completion formalities.
- Manage general enquiries from clients and agents.
- Assist with admin support when required.

## ABOUT YOU

Ideally you will be able to demonstrate;

- Experience of working in a similar role within a high performing Residential Conveyancing team within private practice.
- Experience of managing own caseload with minimum supervision/oversight.
- The ability to establish and maintain effective working relationships with colleagues, HNW clients and agents at all levels.
- Sound judgement, with the ability to use your own initiative, taking responsibility where necessary and appropriate.
- Excellent organisational skills and good attention to detail, with a high standard of accuracy and the ability to deliver to demanding deadlines.
- A sound understanding of client confidentiality.
- Proficiency with Microsoft Word, Outlook, and Excel.
- Experience of time recording using Elite or a similar billing system.
- Experience of using Filesite or a similar document management system.

# Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



**Nicole Chapman**

Recruitment Advisor

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