

HOWARD KENNEDY



SPACE TO BE EXTRAORDINARY





Welcome message

At Howard Kennedy you have the space to be extraordinary.

Rewarding work with great clients and exceptional colleagues. Plenty of responsibility and the chance to make a real difference in an agile, growing firm. For the right person, Howard Kennedy is a place to actively develop your business practice and career.

Whether you are an ambitious and talented individual wanting to hit the ground running from day one, or an established professional looking for a new opportunity, Howard Kennedy is the firm where you can really make it happen.

The firm has earned a strong reputation for its exceptional and uniquely talented people who between them deliver outstanding results for clients. In a firm of our size, our strong team dynamic creates a thriving culture of creativity and entrepreneurialism. Howard Kennedy is a pragmatic and non-hierarchical environment where success is shared, and you are proactively encouraged to thrive at your own pace.

Our distinctive culture is built on fairness and respect. Guided by the firm's values of 'Talk Straight, Think Smart, Be Yourself', everyone in the firm holds equal value, and everyone plays their role in supporting, encouraging and inspiring colleagues to do their best work.

At the same time, Howard Kennedy recognises and rewards individualism, celebrating the diversity of its people and supporting them to grow their practice and drive their own career advancement.

As well as client work, there is opportunity to broaden your horizons at the firm with fulfilling pro bono and charity projects. And we have a regular social calendar full of wellbeing activities, charitable and social events too.

Craig Emden

Chairman

Craig.Emden@howardkennedy.com

About us

We are a London based, full-service law firm, specialising in providing straightforward advice on domestic and international matters. With almost 200 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.

We are a firm with ambitious plans. In the international arena, we have been a member of Meritas and Lawyers Associated Worldwide for many years working with a truly global range of clients across the Middle East and Israel, Africa, Asian subcontinent, Far East, Western Europe, and the US.

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 almost 200 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.

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.



500+

People

25%

International work

195+

Lawyers

70+

Countries

70+

Partners

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

74.4m

2023/2024 revenue

Why Howard Kennedy?

LEARNING AND DEVELOPMENT

At Howard Kennedy you have the space you need to be yourself, while working with some of the most brilliant minds who will inspire, challenge and support you every day. We will nurture you as you grow your career, while recognising that everyone's goals and aspirations are different.

There are established career frameworks in place for both lawyers and support services. Our talent development programmes are designed to enable our future leaders to achieve their potential and ensure succession for key roles. At the same time, development is available to everyone regardless of your aspiration.

RESPONSIBLE BUSINESS

Our responsible business strategy is designed to impact our society and world in which we operate. We focus on six strategic areas, People; Environment; Social Impact; Ethics and Supply Chain, Clients, which were designed through engagement with our people, clients and suppliers and have a comprehensive plan of delivery behind each one. We encourage our people to get involved.

WELLBEING

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. The health and financial needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support, free independent mortgage advice and access to a 24/7 virtual GP service. We also offer free and confidential counselling for anyone that needs it.



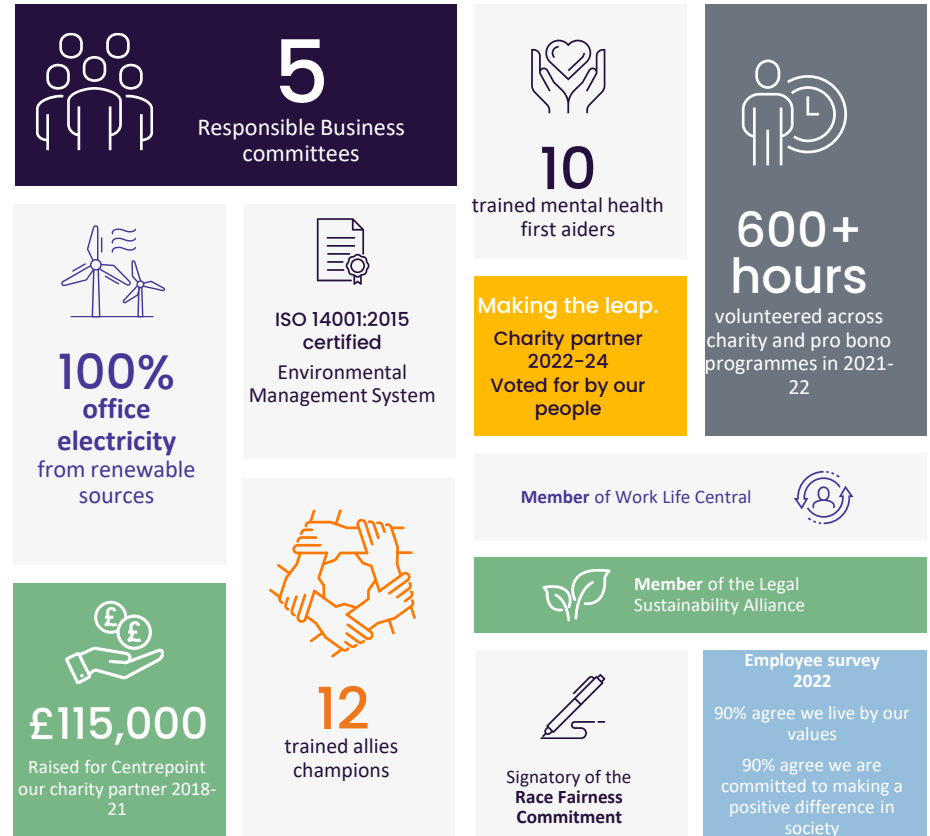
Responsible Business

Guided by our values, we're committed to inclusively and sustainably supporting our people, our clients, our communities, and the environment.

At Howard Kennedy, we take our responsibility to manage the impact we have on the world in which we operate, seriously. That's why responsible business is a core part of our business strategy. It's seen as essential in helping us achieve our vision to be a progressive, independent and profitable business

As a responsible business we focus on:

- **People:** Nurturing an inclusive, values-driven culture where everyone can be themselves, with their development and wellbeing at the centre.
- **Environment:** Working to reduce our environmental impact and promote environmental awareness and responsibility among our people.
- **Social Impact:** Promoting equality of opportunity and access to justice by sharing our time and skills through volunteering, fundraising and pro bono services.
- **Ethics:** Ensuring and maintaining the highest standards of professional integrity, operating ethically with clear and transparent governance.
- **Supply Chain:** Working with suppliers who are compliant, responsible and share the same values as we do.
- **Additional:** We're helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



The Role

Paralegal – Post Completions

This is an exciting opportunity to join the Post Completions team as a Paralegal in our award-winning Band 1 Real Estate department. The team plays a vital role in ensuring compliance and risk mitigation during the critical tax and registration phase of property transactions. This role is key to the success of our service delivery and client satisfaction.

Our Real Estate department is one of the largest in the UK, with over 100 lawyers advising on complex transactions for investors, developers, and commercial occupiers. As part of Post Completions, you will work at the intersection of property law, tax, and registration, supporting the smooth conclusion of transactions with precision and professionalism.

You will be joining a specialised team at the forefront of risk reduction and tax compliance in real estate. Post Completions is a growing, respected team with a clear identity and strategic importance within the wider department. We support continuous development, including in-house training on SDLT/LTT and RETR cycle management, and we offer a supportive, collaborative culture where your contribution truly matters.





Main Responsibilities

- Manage your own caseload of Real Estate Tax and Registrations matters, including reviewing deeds and documents, preparing and submitting Land Registry applications, and seeing them through to completion.
- Calculate, draft, and submit SDLT and LTT returns for both residential and commercial property transactions, including processing payments to HMRC or WRA and liaising with clients and fee earners to confirm details.
- Submit and track registration of legal charges and debentures at Companies House.
- Maintain professional communication with internal stakeholders, clients, and external bodies, including HM Land Registry, Companies House, HM Revenue & Customs (HMRC), the Welsh Revenue Authority (WRA), financial institutions, and local government authorities.
- Respond to and resolve requisitions from HM Land Registry, escalating complex matters where appropriate.
- Complete and submit property searches and bankruptcy searches where required.
- Draft and serve notices such as notices of charge and assignment for our Residential Transactions.
- Maintain accurate records of submission dates, requisition responses, and completion milestones using firm systems (i.e., iManage, TM Group, Search Acumen).
- Perform research into registration formalities, SDLT/LTT, and compliance procedures to support best practices across the Real Estate Department and advise on best course of action.
- Collaborate with fee earners and clients to ensure timely Real Estate Tax and Registrations delivery and a seamless client experience.
- Contribute to continuous improvement initiatives and compliance with internal policies, including mandatory filing in iManage Risk folders.



About you

You will be able to demonstrate;

- Previous experience within a similar role with exposure to post completions – Real Estate Tax and Registration (RETR) – processes.
- A working understanding in SDLT/LTT processes and RETR risk management. Ability to understand SDLT instructions, apply basic rules, and accurately reflect them on drafted returns and submissions
- Strong stakeholder management and communication skills with the ability to engage confidently with both internal and external parties.
- Excellent organisational and time management skills, with the ability to prioritise in a deadline driven environment.
- A proactive and flexible approach to delivering excellent client service.
- Strong attention to detail and the ability to produce accurate, well-presented documents.
- An enthusiastic team player who is adaptable and solutions focused.
- Confidence using digital tools, online platforms such as HM Land Registry, Companies House, HMRC, WRA, PLC, Lexis and document management systems (i.e., TM Group, iManage, Search Acumen).



Want to know more?

Our firm champions individualism and thrives on dynamic teamwork. We've built a strong reputation on the success of our exceptionally talented people – each of them bringing a unique set of strengths, skills and perspectives that when combined, lead to outstanding results for our clients.

However you want to progress your career, Howard Kennedy can help you make it happen.

Join us, and find your space to be extraordinary.

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



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