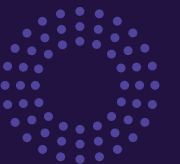




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Administrative Paralegal – Real Estate, Post Completions



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. 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 that come and work for us share the same vision and values.

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



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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

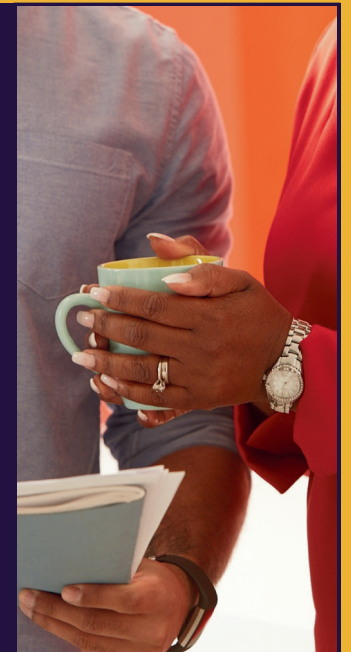
Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself

They point us in the right direction so that we can keep our firm's promise and grow our business.



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

Work 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 both legal professionals and our business services teams. 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, and Occupational Health support.

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.
- **Clients:** Helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



5

Responsible Business committees



10

trained mental health first aiders



600+ hours

volunteered across charity & pro bono programmes in 2021-22



100%
office electricity
from **renewable**
source



ISO 14001:2015
certified

Environmental Management System

Making the Leap.

Voted for by our people
our charity partner 2022-24



12

trained allies champions

Member of Work Life Central



Member of the Legal Sustainability Alliance



£100,000

Raised for Centrepunt,
our charity partner 2018-21



96%

of our people agree we have an ethical culture



Signatory of the **Race Fairness Commitment**



92%

of our people agree we live our value of "Be Yourself"

Job description

THE ROLE

This is an excellent opportunity for an Administrative Paralegal to join us and provide first class administrative support within the post completions team of our Real Estate Department.

This is a busy and varied role, flexibility and strong organisational skills are essential.

ROLE RESPONSIBILITY

- Preparing, drafting and submitting Land Registry applications
- Drafting and submitting Companies House charge registration applications
- Calculating, drafting and submitting SDLT returns, processing payments, dealing with internal stakeholders and clients as required
- Carrying out Land Registry and Land Charges (including bankruptcy) searches
- Downloading Land Registry and Companies House documents
- Serving notices (eg: to landlords and insurers after charge/assignment)
- Dealing with requisitions raised by the Land Registry and Companies House, liaising with other parties in respect of issues raised during applications to the Land Registry and pursuant to requisitions
- Responding to HMRC on SDLT return issues
- Dealing with pre-submission and registration queries
- Sending documents requested by clients & other parties to other parties and arranging courier services where necessary
- Any other tasks that may be required from time to time to support fee earners and client service needs

Job title: Administrative Paralegal

Position Type: Permanent

Reports to: Post Completions Team Leader

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

ABOUT YOU

Ideally you will be able to demonstrate;

- Previous experience within a similar role with exposure to post completions processes.
- Strong stakeholder management and communication skills, with the ability to communicate confidently at all levels with both internal and external stakeholders.
- The ability to work in a deadline driven, high volume environment, managing your own workload.
- Excellent organisational and time-management skills.
- Proactivity with the ability to anticipate problems and develop solutions.
- Strong attention to detail, even when working to tight deadlines.
- The ability to handle all communications and processes in an efficient and timely manner
- The ability to navigate and use on line platforms as necessary including Land Registry, Companies House and HMRC, PLC and Lexis

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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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.



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.



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