

Job Title:

Experienced Court of Protection Paralegal or Legal Executive – Grade D or Grade C (maximum)

Contract type:

Permanent

Hours:

Full time – Monday to Friday, 9.00am to 5.00pm

Requirements and details of the role:

We are seeking to appoint a Paralegal or Legal Executive who has experience in Court of Protection work, to join our existing Court of Protection Team.

The role will include but is not limited to:

- Daily work of a Grade C/D fee earner in the COP team;
- Manage own caseload of circa. 40 – 50 COP cases including fixed fee cases;
- To draft initial application papers including the instruction of an appropriate professional to undertake a mental capacity assessment;
- To manage clients personal tax affairs including preparation of information for an annual self-assessment tax return;
- To complete local authority financial re-assessment paperwork;
- Assisting with 6 monthly annual client visits;
- Processing of payments of costs into the department;
- Assist with the annual Court billing process including assisting the team with the billing process;
- Ensuring files are accurate and complete prior to sending for preparation of annual bills;
- Monitoring aged disbursements & billing issues;
- Participating in 6 monthly client file reviews;
- Progress cases where required and within their range of competency as instructed and required by their principal;
- Drafting correspondence and documents and prepare own mail and enclosures for despatch;
- To attend clients both in person and on the telephone and to provide such support in a professional and friendly manner in keeping with the firm's standards for client care;
- Participating in the preparation of Annual Reports to the OPG;
- To assist in the preparation for sale and purchase of client properties in line with Acc & Ors [2020];
- To undertake any other administrative task or duty as required by your supervisor or departmental colleagues;

The successful candidate will be or have:

- Working knowledge of: The Mental Capacity Act 2005, the Mental Capacity Code of Practice, the Professional Deputyship Standards, COP Practice Directions, the Court of Protection, the Office of the Public Guardian, COP team billing issues (PD19B);
- Experience in: Court of Protection applications, Personal Injury Trusts, Mental capacity issues and assessments, Lasting Powers of Attorney;
- IT literate with experience of Microsoft packages: Word, Excel and Outlook and Ideally prior experience of legal case management systems;
- Ability to generate own work and document production without support, and to work independently and with others;
- Ability to identify areas of work requiring input of more senior team members (e.g. Grade A and B work);
- Ability to work empathetically with vulnerable and disadvantaged clients;
- Full clean driving licence and access to a car insured for business purposes and willingness to undertake out of office visits;
- Pass an enhanced DBS application;

Salary & Benefits:

- Salary is dependent upon experience.
- 23 days holiday per annum, plus loyalty holiday scheme, and ability to purchase holidays.
- Benefits include: contributory (auto-enrolment) pension scheme, discretionary performance-related annual bonus, enhanced sick pay, non-contributory death in service scheme, (*please see the Careers page on our website for full details of the benefits we offer*).

How to apply:

If you are interested in this role, please send your CV to our practice manager Louise Nolan: lnolan@bromleys.co.uk