

**Job Title:**

Court of Protection Team Administrative Assistant

Contract type:

Permanent

Hours:

Full Time

Responsible to:

Head of Court of Protection

Department:

Court of Protection Team

Requirements and details of the role:

We are looking to appoint an Administrative Assistant to join our Court of Protection Team. The role will provide fee-earning and administrative support to the team, helping to ensure matters are progressed efficiently, files are maintained accurately and internal procedures, regulatory requirements and audit standards are followed.

Previous secretarial or administrative experience is essential, together with strong organisational and communication skills. Experience of working in a law firm, or within Court of Protection or Private Client work, would be desirable but is not essential.

Duties:

The role will involve, but is not limited to:

- Opening and closing Court of Protection matters;
- Maintaining accurate electronic and paper files;
- Ensuring compliance with internal procedures, regulatory requirements and audit standards;
- Archiving matters in accordance with the firm's retention policy;
- Assisting with electronic filing and Court submissions where appropriate;
- Monitoring key deadlines and alerting fee earners to upcoming actions;
- Maintaining trackers relating to applications, Final Orders and outstanding documentation;
- Supporting annual billing processes across deputyship and application files;
- Preparing and issuing internal invoices and settling third party invoices relating to Court of Protection matters;
- Assisting with the collation of documentation required for detailed assessment and costs recovery;
- Liaising with internal costs teams and external costs draftsmen where required;
- Managing incoming and outgoing correspondence, including post, telephone calls and emails;
- Drafting routine correspondence for fee earner approval;

- Escalating legal queries to the appropriate fee earner;
- Providing day-to-day administrative support to solicitors and fee earners;
- Preparing bundles, Court documents and supporting papers for review and submission;
- Assisting with diary coordination and meeting arrangements;
- Supporting business development activities, training events and departmental administration.
- The successful candidate will be professional and client-focused, with excellent written and verbal communication skills, a high level of discretion, the ability to manage priorities and a proactive willingness to learn.

Salary & Benefits:

- Salary is market rate and dependent upon experience.
- 23 days holiday per annum, plus bank holidays, holiday scheme and ability to purchase holidays.
- Benefits include: contributory (auto-enrolment) pension scheme, annual discretionary bonus scheme, non-contributory death in service scheme, Paycare Scheme, (*please see the Careers page on our website www.bromleys.co.uk for full details of the benefits we offer*).

How to apply:

If you are interested in this role, please send your CV to our recruitment team at recruitment@mapdgroup.com