



Miles & Partners are looking for an Administrative Assistant to work in our expanding Court of Protection Team.

\*Miles & Partners is a highly regarded firm of solicitors. We are ranked in Legal 500 and Chambers and have been listed in the top 200 of the Times Best Law Firms 2021.

\*We are looking for bright law graduates with a professional outlook to join our team as an Admin Assistant providing paralegal support to our busy Court of Protection and Mental Health specialists and will suit law graduates looking forward to or engaged in BPTC/ LPC studies.

\*Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential. The successful applicants will have a positive outlook, good communication skills, numeracy and IT skills, a willingness to learn and accept responsibility, enthusiasm, commitment and the ability to work well in a team.

\*The role will be to assist the designated Team under supervision to include specific items of administration , telephone attendances, administration of costs to include taxation / costing procedure and claiming payment from the Legal Aid Agency, research, liaising with the Legal Aid Agency, diarising court orders, taking new matter calls, assisting with drafting CCMS applications and amendments (and ensuring they're signed and stored correctly), liaising with counsels' clerks, experts and the court, preparing bundles and greet and help customers when they enter the office.

\* Initial contracts will be for a 12 month fixed term with the possibility for extending at the end of the term. \* 20 days annual leave in 1st year increasing with length of service.  
\* Salary £20,000.00\* Initial contracts will be for a 12 month fixed term with the possibility for extending at the end of the term.

\*Apply by email to Phil Walsh at [pw@milesandpartners.com](mailto:pw@milesandpartners.com) attaching covering letter and cv by 18<sup>th</sup> December 2020