

hopkin murray beskine

Family, housing and public law specialists

Vacancy – Paralegal/administrative assistant (family)

Hopkin Murray Beskine have a vacancy for an administrative assistant/paralegal, providing support to our busy family team.

The position will involve providing administrative support/ paralegal assistance to a senior solicitor in our public family law team, acting mainly for children who are the subject of care or adoption proceedings or have been made a party to proceedings in private child arrangements cases.

The role will involve providing support with a large and busy caseload. In particular, the successful candidate will prepare legal aid applications, correspondence and court documents and will manage files using our practice management system. They will also liaise with third parties including courts, experts and children's guardians. There will be some general reception and office duties.

The role will require someone who is well organised and has good oral and written communication skills. This would be a suitable role for someone who has completed a law degree or a graduate with an interest in law and/or administration. We will also consider applications from non-graduates with administrative experience. The position would also be suitable for applicants undertaking the GDL, LPC or BPTC part-time.

We are a long established North London firm with clients from across London and beyond, who come to us because of our expertise in family, housing and public law. We have a thriving legal aid practice alongside our substantial private family work. Our solicitors are leaders in their fields and we are recommended by the Chambers UK and Legal 500 guides.

We provide a collaborative workplace where you will be well supported and supervised. The firm has a modern practice management system, which you will be trained to use. You will also receive training to use the Legal Aid Agency's online client management system for civil and family cases (CCMS).

The position will be for a fixed term of 12 months, with a possibility of extension. The position will be primarily office-based, at our recently refurbished offices in Islington.

We seek to recruit a diverse workforce and welcome applicants from all backgrounds. We are an accredited London Living Wage employer.

Closing date: 12 noon on Monday 4th July 2022

Please note that we expect to hold interviews for shortlisted applicants on Wednesday 13th July 2022.

To apply to join our enthusiastic and successful team, please contact download our application pack at www.hmbsolicitors.co.uk/recruitment/