

**Miles & Partners seek Paralegal Legal Assistant**

This is an exciting opportunity to join an award winning firm of solicitors located in London E1, near Liverpool Street Station and the City.

Working at Miles & Partners provides an excellent first step on the legal career ladder.  We have a track record of training solicitors, many of whom still practice with us today.  We are proud of our record for producing first rate lawyers including many BTC students who have gone on to practice at the Bar after working with us.  Being a legal assistant at Miles & Partners not only gives you professional experience of working in a busy high profile solicitor’s practice but also exposes you to clients and other legal professionals and possible pathways to future career opportunities.

**Who are we looking for?**

We are seeking a bright law graduate with a professional outlook to join our team as a Legal Assistant providing paralegal support in our busy Court of Protection Team.

Experience of working in a busy legal environment with Legal Aid and CCMS will be an advantage but is not essential. We are committed to agile working, so you need to be self-motivated and possess a willingness and ability to work independently whilst maintaining professional standards. The successful applicants will of course also 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 post on offer has a wide range of duties ranging from some clerical work to liaising with the Legal Aid Agency, the courts, experts, counsel etc., attending interviews with experts to take notes, assisting in arrangements for conferences, preparation of court bundles and accompanying documentation, preparation of documents for Counsel and occasionally attending Court with Counsel. With appropriate experience and training we would expect you to progress to preparing statements and applications, attending clients and taking instructions, and legal research.

We recruit on merit, irrespective of age, disability, gender, gender identity, race or ethnicity, marital status, religion, sex, sexual orientation. The current role is for a temporary 3 month contract with a view to extending for a further 12 months for the right candidate.

Salary £25,500 pa.

For more details go to <https://milesandpartners.com/about/vacancies/>

Please send C.V. and a covering letter to Phil Walsh at [phil.walsh@milesandpartners.com](mailto:phil.walsh@milesandpartners.com) by 4.00pm on the 30th March 2023..

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