



PARALEGAL – Family Department

TV Edwards LLP is looking to recruit an experienced paralegal to support and strengthen our dedicated team of Family lawyers. The successful applicant will be responsible for assisting senior fee earners on private and public law children cases. There will be an element of billing and general administration attached to the roles.

Our staff are, without doubt, our best asset and we reward performance, provide flexible working practices and positively encourage every individual's contribution as to how we deliver services.

Market leaders in legal sector IT infrastructure systems and billing, we offer excellent support and training opportunities acknowledged in our Lexcel accreditation and Investors in People awards.

Applicants are required to have good organisational and administrative qualities together with excellent communication, interpersonal and IT skills. Hours - 9.30 a.m. to 5.30 p.m. Mon – Fri. Competitive salary. 23 days annual leave.

Description of role

- You will assist and support senior fee earners on a range of family matters which include private and public law children and domestic violence cases. You will attend court with counsel, liaise with new clients by telephone and in person.
- You will assist the team as required in relation to administrative functions including billing, bundling and clerical work.

Person specification

1. Essential Characteristics

- Successful completion of Legal Practice Course/ Law Degree /BVC/BTPC and providing proof of all qualifications attained
- Excellent written communication skills including impeccable grammar and punctuation
- Ability to communicate effectively with the firm's client group
- Ability to work to deadlines, prioritise and work efficiently under pressure
- Strong IT skills
- Adaptability and an enthusiasm to learn and develop skills
- A team mentality

1. Desirable characteristics

- Work experience in a legal, advice or other relevant organisation.
- Legal aid experience including CCMS
- Financial and commercial awareness
- Client management experience

The application process

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process.

Applications must be on our firm application form.

The closing date for applications is 15th January 2017