

We are currently looking to recruit a Quality and Compliance Administrator for our Sheffield office.

The successful candidate will be responsible for supporting the Compliance Officer for Legal Practice (COLP).

Applicants should be able to work on their own initiative and be flexible in their approach. You will be well organised with good communication skills and a professional telephone manner.

Experience of working within a quality and compliance department is desirable but not essential, however previous experience working in a legal background is essential.

This position will be suitable for someone looking to build a career in quality and legal compliance.

Howells offer a wide range of benefits including:

- Generous holiday entitlement (30 days fee earners/managers and 23 days increasing by 1 day each year up to 28 days support staff)
- 3 discretionary days Christmas to New Year
- 8 bank holidays
- Flexi time scheme, with the ability to take up to 4 flex days each year
- Contributory pension scheme
- Group Income Protection – after 2 years
- Group Life Assurance (death in service) – after 2 years
- STAR (Special Thanks and Recognition) award
- Training and development opportunities
- Social fund
- Contractual Sick Pay Entitlement
- Contractual Maternity Pay Entitlement
- Recruitment Bonus Payments
- Voluntary benefits e.g. Westfield Health scheme, cycle to work scheme, staff savings scheme

If you have any questions regarding this vacancy please contact Claire Bond, HR Officer on (0114) 2496763 or email [hr@howellsllp.com](mailto:hr@howellsllp.com)