

CONVEYANCING MANAGER

Department – Residential Conveyancing

Location – Ellis-Fermor and Negus, 35 Derby Road, Long Eaton, Nottingham, NG10 1LU with travel to other offices

Hours – 21 hours per week between Monday and Friday 9am and 5pm (Exact working hours to be negotiated with appointed candidate)

Salary – £25,200pa (FTE £42,000)

JOB DESCRIPTION

Job Purpose

- To support the Head of Department to ensure that the residential conveyancing teams across our offices provide high quality services
- To work with the Compliance Management Officer to ensure the residential conveyancing teams across our offices comply with all regulatory obligations, policies and procedures
- To ensure all file reviews, Anti Money Laundering (AML) checks, training, appraisals, meetings and other processes and checks are undertaken in a timely and efficient way
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

Main Duties

1. To review existing processes, implement new processes and work closely with the Compliance Management Officer to ensure the residential conveyancing teams across our offices meet regulatory requirements efficiently
2. To liaise with colleagues to undertake file reviews, audits, appraisals, AML checks and other checks in order to ensure compliance
3. To prepare and review files for sign off by the appropriate fee earners
4. To visit offices to undertake audits, conduct checks, attend events etc
5. To support the Head of Department with arranging and leading meetings, assisting with recruitment, and ensuring induction, probationary reviews and appraisals are undertaken effectively
6. To encourage and support the conveyancing team in an ongoing move to online systems and reduced use of paper and printing
7. To work closely with the Compliance Management Officer to ensure all staff training is up to date, all accreditations are completed and all regulatory and other obligations are met
8. To submit relevant records to ensure continued accreditations with relevant bodies eg CQS
9. To be the first point of contact for all conveyancing complaints and to ensure complaints are dealt with in a professional and timely way
10. To work with Marketing to promote our residential conveyancing services and maximise our social media presence

11. To work with the Compliance Management Officer to keep abreast of changes in conveyancing compliance and disseminate information and updates as required

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post.
- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.
- 4 To abide by our Equality and Diversity, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience	Significant experience of ensuring compliance within a regulated industry
	Experience of residential conveyancing (desirable)
	Experience of reviewing, improving, developing and implementing systems, workflows and processes
	Significant administrative experience
	Experience of managing performance, setting objectives and training
Skills and Abilities	Logical, organised and methodical approach to work
	High level communication skills
	High levels of accuracy and attention to detail
	Ability to multi task, meet deadlines and manage multiple work streams concurrently
	Ability to motivate, encourage and inspire
	Excellent IT skills
	Ability to work effectively as part of a team and on own initiative
Other	High level understanding of Anti Money Laundering responsibilities and GDPR requirements
	Access to transport and able to travel to our offices across Nottinghamshire and Derbyshire
	Sympathetic to our Christian ethos and heritage

Line Management Responsibilities - None

Line Manager – Director / Head of Department – Residential Conveyancing