

WE'RE RECRUITING...

REAL ESTATE POST-COMPLETION ADMINISTRATOR

About the role

We are looking for an experienced Real Estate Post-Completion Administrator to work with our transactional team of residential and commercial property lawyers. Day to day duties will include the following:

1. To check all completed documents have been received and are correctly filed.
2. To check and submit form SDLT1's to HMRC immediately upon completion of the transaction and submit any required forms to Companies House for registration of any charges and/or debentures.
3. To arrange payment of all SDLT due on the transaction within the statutory 14 days.
4. To check and submit all Land Registry applications.
5. To prepare Notices of Transfer and/or Charge and submit these to any Landlord and/or Managing Agent, together with corresponding fee and corresponding documents such as Licences to Assign and/or Rent Deposit Deeds and/or Deeds of Covenant, plus certified copies of any transfer instrument plus any required stock transfer forms.
6. To liaise with accounts to check ledger balances and ensure all funds are correctly accounted for and any surplus funds returned to client.
7. To check all undertakings that have been given have been discharged and noted as discharged (given or received).
8. To check completed and updated titles received from Land Registry and to contact the client to provide the updated registered entries of title and to send out to them any surplus deeds and documents received from the seller's conveyancers.
9. To review the matter and close the file in line with the firm's file closing procedure.
10. To ensure the clients have had an opportunity to complete any online customer satisfaction survey report.

The successful candidate will be an experienced conveyancing professional with full knowledge of the conveyancing process, interaction with Land Registry and HMRC, and familiar with panel management processes such as Lender Exchange and LMS. Knowledge of case management systems, in particular LEAP, will be an advantage.

Location

Wherever you want to be based. This is a remote working role.

Hours

We are looking for someone to work 3-4 days per week. We embrace flexible working (subject to business needs). From time to time, you will be required to attend meetings and training.

Pay

Salary: £22-25,000 FTE (depending on experience)

All staff can also earn referral fees for clients you introduce: 10% of fees generated.



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About Radius Law

Radius Law was established in 2013 by Iain Larkins, the former General Counsel of Mercedes-Benz.

Radius Law is not like any other law firm. We are here to innovate how legal services are delivered and provide our clients with the best possible experience.

There are 3 core pillars to everything we do.

- We aim to **make the complex simple**. We achieve this by engaging the best lawyers. Legal expertise is essential to be a Radius Lawyer, but expertise by itself is not enough. We only recruit lawyers who can advise with commercial sense and communicate using plain English.
- **We embrace technology**. We have invested heavily in technology from contract automation to contracts management to proof reading software to training platforms.
- **We always provide sensible and certain costs**. We believe that fees being 'as long as a piece of string' is unacceptable in today's world. We are always willing to offer fixed fees and will willingly discuss other creative fee agreements.

We are passionate about our social commitment too, with 10% of profits being donated to charity and half of that pot is sent to our nominated charity partner – International Justice Mission (IJM). IJM's objective is to end slavery in our lifetime.

How to apply

Send your CV and cover letter to office@radiuslaw.co.uk