

PERSON SPECIFICATION – Solicitor (Conveyancing)

Criteria	Essential	Desirable	How Assessed
Qualifications	<ul style="list-style-type: none"> Admitted or eligible for admission to the Roll 	<ul style="list-style-type: none"> Other relevant achievements/Qualifications e.g. accreditation, membership of panels relevant to the specific post. 	C.V. Certificates
Experience	<ul style="list-style-type: none"> 5 years+ post qualification experience of handling a large domestic conveyancing caseload from commencement to completion including leasehold, new build and shared ownership transactions. Experience of the Land Registry Portal 	<ul style="list-style-type: none"> Familiarity with the Law Society Conveyancing Quality Scheme and a commitment to best practice 	C.V. Interview
Skills/Abilities/Knowledge	<ul style="list-style-type: none"> Detailed knowledge of applicable area of law Ability to produce accurate work to tight deadlines under pressure. 	<ul style="list-style-type: none"> Knowledge and understanding of our ethos Active interest in what we do and how we do it – empathy & understanding of 	C.V. Interview

	<ul style="list-style-type: none"> • Personal work planning and organisational skills • Ability to think clearly & logically & communicate clearly orally and in writing • Good command of written & oral English • Ability to identify problems & their solutions & work on own initiative • Ability to manage own caseload and supervise the caseload of others • Effective use of IT • Exceptional client care skills • A good understanding of the the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 	problems faced by our clients	
Aptitude/Personal Qualities	<ul style="list-style-type: none"> • Flexible approach to working conditions and working environment • Honesty, tolerance, common sense and energy 	<ul style="list-style-type: none"> • Enthusiasm for embracing the new and unfamiliar 	C.V. Interview