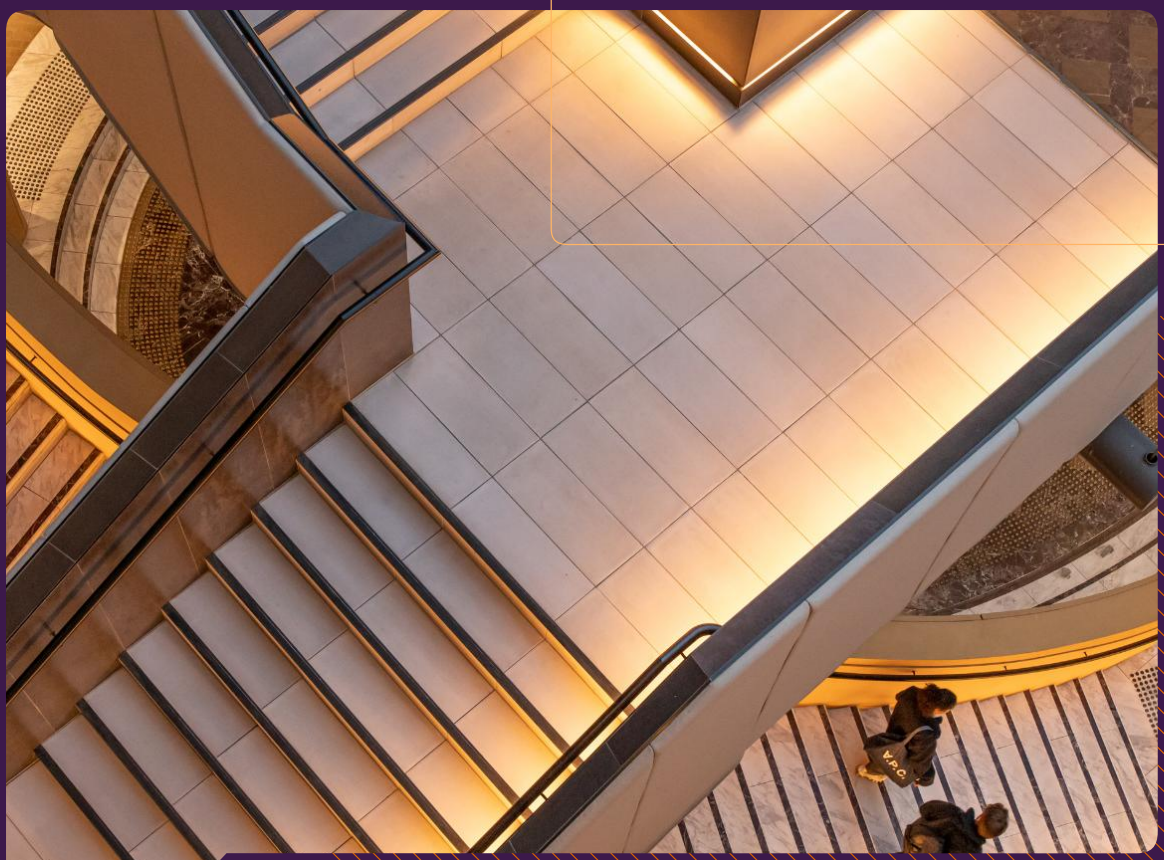
Job Opportunity

Title: Legal Secretary
Department: Real Estate
Reporting to: Co-ordinating Legal Secretary

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

This is a fantastic opportunity to join our market leading, Real Estate department that provides high-quality advice to private and commercial clients. The department comprises of five main parts; Core Real Estate, Non-contentious Construction, Real Estate Disputes, Planning and Residential.

- Our core real estate team covers investment, development, branded real estate, asset management and secured lending.

- Our construction team provides non-contentious advice to developers, funders, contractors and consultants, acts on specialist construction disputes and negotiates and advises on all forms of construction contracts,

- Our residential team deal with high value purchases and sales, secured lending work on behalf of private banks and with a range of landlord and tenant matters,

As a Legal Secretary in the Real Estate department, you will support the Head of Department, 2 Partners, 1 Associate and a Conveyancing Assistant across a wide range of activities including secretarial and administrative services. You will be required to take a proactive role in the continued enhancement of working practices, maintaining and constantly improving quality standards and our service to clients.

Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

Key Responsibilities

- Provide a full secretarial service to partners and other fee earners by liaising with the secretarial and administration team where necessary.

- Use Bighand and Outlook efficiently to prioritise and complete tasks accurately and to time as part of the support pod, to include delegation of tasks to administrators.

- Ensure invoices and narratives for every client are produced accurately and to time each month to meet the department's budget targets.

- Undertake all finance administration tasks accurately and in accordance with the timing protocols to ensure no breaches occur, to include receipt slips, transfer slips, write offs and disbursement payments to third parties.

- Type correspondence by copy (and/or audio) and compile draft replies to standard letters, ensuring that all correspondence and documents are produced to the highest standard and are in line with the Firm's house style and liaising with the document centre regarding the production of documents when necessary.

- Open new clients and new matters via InTapp, to include all associated processes such as conflict checks and production of CCLs.

- Draft AP1s (and associated forms) and SDLTs as required.

- Saving and filing incoming mail items received electronically, in accordance with the Firm's naming and saving protocols.

- Closing completed matters promptly, as per advice from fee earners or revenue control, and draft file closing forms for fee earner review and undertaking all related tasks, to include archiving and/or returning documents to clients as appropriate.

- Implement good housekeeping with regard to filing (client generated and administrative, e-filing and paper filing), archiving and the document management system by organising and maintaining a comprehensive filing and document management system.

- Accurate use of DocuSign as and when requested by fee earners.

- Accurate use of data rooms as and when requested by fee earners.

- Screen incoming calls, assisting clients with enquiries where possible via Microsoft Teams audio and/or video calls.

- Undertake scanning and copying or co-ordinate through the general office.

- Undertake training bookings upon request, to include making bookings with training venue, arranging payment of fees, updating fee earner diaries and booking any associated travel.

- Making travel arrangements to assist fee earners attending client meetings outside of the office, to include providing all necessary booking and confirmation information, ensuring diary entries are up to date and all finance expenditure information is provided to accounts department.

- Represent the best interest of the Firm when dealing with people internally and externally.

- Conduct TM searches, insolvency searches and Land Registry searches.

- Be aware of time critical dates and assist with diarising completion dates, SDLT, Land Registry and Companies House etc.

- Assist with the preparation of financial and completion statements.

- Use Outlook for reminders and tasks to ensure that all bring-forward matters and important dates are highlighted.

- Schedule appointments.
- Obtain indemnity policy quotes.
- Cover secretarial work across the team during times of absence or high workload, to include both in-office and remote support as appropriate.
- To follow all reasonable instructions.

Person Specification

Our ideal candidate will possess most of the following attributes:

- Strong academics.
- Previous relevant experience within a real estate department of a law firm.
- Excellent time management and organisational skills.
- Meticulous attention to detail and will be able to demonstrate exceptional case management.
- A demonstrable track record of excellent direct client contact and client care.
- Excellent IT skills, including advanced working knowledge of Microsoft Word and Office packages, working knowledge of document management system and e-filing and a minimum typing speed of 65wpm.

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

Family Friendly Policies

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies cover:



Maternity
We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



Shared Parental Leave (SPL) – SPL allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



Adoption and Surrogacy
Full details can be found in our staff handbook, which will be provided upon offer of employment.



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

Inclusion & Diversity

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 35% female representation by 2027.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

I&D at Fladgate →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding
I&D Partner Lead



Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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