Burness Paull

Job Specification

JOB TITLE:	Legal PA
DEPARTMENT:	Dispute Resolution
LOCATION:	Edinburgh
HOURS:	Full time
RESPONSIBLE TO:	Legal PA Team Leader
PURPOSE:	• Provide the fee earners with the support they need to perform their role of providing legal services to clients • Help fee earners maximise the amount of time they have to spend on fee earner and other essential non fee earner tasks • Assist in the management and execution of the fee earners' day to day workload

1. Main duties and responsibilities:

Inbox, Calendar & Communication Management:

- Diary management
- Inbox management
- Booking/setting up/rearranging meetings (in person and online)
- Room bookings
- Arrange client parking spaces
- Checking diaries/desk bookings
- PDR scheduling
- Entering holidays, travel and OOO

- Preparing meeting agendas, invites and papers
- Taking notes at meetings
- Telephone call handling

Matter Support:

- Drafting letters/forms/emails
- Typing/amending documents
- Running comparisons
- Assisting with matter related tasks (varies from team to team)
- Adding signatures
- DocuSign tasks
- iManage trackers

Travel & Event Administration:

- Researching/booking rail/flights/hotels
- Group travel bookings
- Liaising with travel company
- Checking booking conditions
- Visa applications
- Preparing itineraries
- Preparing travel packs
- Online check-in
- Arranging Away Days
- Arranging Team/social event bookings
- Booking restaurants/tables
- Arranging coffees/lunches/dinners
- Supporting internal/external events

Client & Matter Management (AML, Onboarding, Conflicts):

- Opening new clients/matters
- AML liaison in relation to client KYC requirements
- Drafting/recording/updating LOEs
- Assist drafting conflict checks
- Insider deals support
- Closing matters
- Updating client notes
- Managing mandates
- Updating 3E WIP alerts
- Updating matter descriptions/status
- Case type changes
- Client name/address changes
- Maintaining client group structures
- Managing WIP limits

Billing & Financial Administration:

- Financial hygiene reporting
- Draft bill creation
- Applying rates/discounts
- Fee narratives
- Updating WIP narratives
- Splitting time entries
- Issuing bills
- Preparing client reports
- Monthly/weekly WIP reporting
- Managing credit balances

- Expenses processing
- Cheque requests
- Bank detail verification
- Issuing payment links
- Payment forms Funds in/out
- WIP write-offs
- Matter transfers
- Disbursement actions (inc. anticipated)

Systems, Reporting & Partner/Team Support:

- 3E/InTapp issues
- Rate queries/updates
- New rate creation
- Team/access updates
- Case type creation
- Reporting queries
- Ad-hoc reporting
- Quarterly WIP circulation
- Partner credit card statements
- Support for finance/rate/hygiene meetings
- Liaising with FOH to book car parking spaces (Partners only)
- Recording annual leave dates in InTap

2. Person Specification:

- Ability to work on own initiative and in a proactive manner
- Seeks out opportunities to provide a more efficient and proactive service to fee earners
- Excellent communication skills to deal effectively with personnel at all levels and build good working relationships
- Advanced knowledge of Microsoft office applications

- Fast and accurate typing skills
- Self starter with ability to prioritise, meet deadlines and manage changing priorities
- Strong team player
- High level attention to detail
- Excellent organisation skills
- Flexibility to work outwith job profile to provide additional support as required
- Present a professional image and demonstrates excellent customer service skills
- Knowledge and understanding of the firm's processes
- Comply with all in-house policies and procedures

We offer a hybrid working model that supports flexible working arrangements; however, attendance at our office will be required, with frequency determined by the needs and nature of the role.

This job specification is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and job holders will be expected to carry out other duties assigned which are appropriate to the position. The duties as described may be altered as necessary by the firm.

Burness Paull reserves the right to close this vacancy early if a sufficient number of applications are received for this role. Therefore, if you are interested, please submit your application as early as possible.