



# BAILEY & COGGER

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*Solicitors*

## **JOB SPECIFICATION**

**Role:** Residential Conveyancing Solicitor

**Location:** 139 High Street, Tonbridge, Kent, TN9 1DG

**Hours:** Full time; 9am – 5:30pm Monday - Friday

**Salary:** Market Rate

### Job Description:

We are seeking an experienced and proactive Associate to join our busy and expanding residential conveyancing team based in Tonbridge. The role will entail dealing with a full and varied caseload of residential conveyancing matters and commercial matters when required. This will include:

- Freehold and leasehold sales / purchases
- Transfers of equity
- Remortgages
- Stamp duty procedures
- Title checking
- Search reports
- Enquiries
- Freehold sales/purchases
- Leasehold sales/purchases including the grant of leases
- The regulation of landlord and tenant relationships
- Lease renewals
- Deeds of surrender
- Refinancing
- Acquisitions and sales of businesses
- Utilities agreements
- Active involvement in business development
- Dealing with all matters from beginning through to completion

### Candidates:

Successful candidates must be highly organised, disciplined and able to work well with volume work and in a very busy environment. Applicants will join a friendly team and have extensive residential conveyancing experience and commercial conveyancing experiences, knowledge within a similar environment and be able to manage their own caseload of files with minimal supervision. This is a demanding role therefore individuals must be able to prioritise work, use initiative and work proactively, coupled with a good client manner, smart appearance and technical competence. would be advantageous but not essential.

Secretarial support is provided to this position.

### Firm Wide Benefits:

- 20 days holiday plus statutory and bank holidays (holiday accrues by one day each year after two years' continuous employment to a maximum of 25 days after 5 years' of continuous service, i.e. 2-3 years' service is 22 days, 3-4 years' is 23 days, 4-5 years' is 24 days 5 years' + is 25 days)
- Private healthcare through AXA after six months of continuous employment
- Workplace pension
- 30% discount on **all** legal services for members of 25% discount on legal services for staff's immediate family members (namely parents, siblings and children)
- Introduction bonuses payable if you introduce a new member of staff to the Firm (subject to terms and conditions)
- No sick bonus of £100 payable in December if you have zero days off sick in the year
- Formal black tie Christmas party every year and annual summer BBQ/party firm wide
- Subscription to childcare vouchers (if requested)