

Job Description

Title:	Court of Protection & Private Client Advisor
Hours:	9.30 am to 5.30 pm, and as required, flexible applications accepted.
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Private Client
Purpose of job:	To provide general assistance to the Court of Protection Team on Deputyship cases and Personal Injury Trusts within the Private Client Practice Area, to include liaison with the Clinical Negligence Practice Area.
Specific duties:	<p>The role will be one of general assistance within the Deputyship team. It will primarily involve assisting in the management of Court of Protection Deputyships on behalf of clients who have received a personal injury award and do not have the mental capacity to manage their own financial affairs. Additional assistance will also be required in relation to Trusts on behalf of clients with mental capacity. The role will involve various administrative tasks and document management.</p> <ul style="list-style-type: none">• Assisting with legal tasks related to Court of Protection matters• Case administration and document management, including the progression of applications to the Court of Protection• Preparation and maintenance of financial records and spreadsheets• Payment of invoices and organising insurance cover• Preparation of attendance notes, documents and court bundles• Managing correspondence with clients, solicitors, and third parties professionally and confidentially• Liaising with accountants, financial advisors, utility providers, banks and other professionals as and when required• Ordering of equipment and arrangement of privately funded therapies for clients with acquired brain injuries• Preparation of bills, maintenance of billing records and preparation of annual tax returns• Management of the billing process including liaison with internal/external costs draftsmen and the SCCO• General file administration and organisation• Other reasonable ad hoc responsibilities as and when required.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

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Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

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	Essential
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Previous experience working as a paralegal / senior paralegal within a Court of Protection team• Knowledge of current issues relevant to the practice area and a demonstrable interest and enthusiasm for law• Experience of and an understanding of the importance of preparing court bundles• Ability to produce standard correspondence such as drafting letters and emails• Knowledge of time recording software• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Excellent research skills• Ability to work with figures/basic accountancy skills
Client Care:	<ul style="list-style-type: none">• Excellent interpersonal skills to gain clients' confidence from the outset and to discuss personal details• Ability to engage with vulnerable clients, or those who may have difficulty in providing instructions in a sympathetic and understanding manner• Experience of working within a very busy environment, with large quantities of documentation, where deadlines are clearly defined• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary• Excellent organisation skills – especially with respect to on-going management of large quantities of documentation• Excellent time management and attention to detail
Firm Wide Skills:	<ul style="list-style-type: none">• Strong IT skills including intermediate to advanced Word and Excel skills• Clear and professional drafting skills and exceptional spelling and grammar• Knowledge of time recording software• Has an awareness of the importance of client confidentiality, information security and data protection
Attributes:	<ul style="list-style-type: none">• Behaves at all times in keeping with the firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding• Flexibility to adapt to changing work priorities through the day• An ability to work independently or within a team, without daily close supervision• Contributes towards an inclusive and respectful team environment• Adopts a positive and open 'growth mindset' and embraces change• Ability to handle sensitive information• Has a positive, conscientious and pro-active approach.

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.