

# KINGSLEY NAPLEY

---

## Job Description

<b>Title:</b>	Practice Administrative Assistant
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday - Friday
<b>Responsible to:</b>	Practice Support Manager and Head of Practice Support
<b>Department:</b>	Practice Support
<b>Purpose of job:</b>	The Practice Administrative Assistant is an integral part of the Practice Support team; working collaboratively in close liaison with the Practice Assistants, supporting across Practice Areas to provide flexible, efficient and effective support with daily administration for their stakeholders.

### Practice Administrative Assistant day to day duties:

- All aspects of general administration; ensuring completed tasks are checked for accuracy, demonstrating attention to detail, and are ready to return to the PA (Practice Assistant) or fee earner by given deadlines
- Assisting with diary management, room bookings and conference calls, including checking if meeting rooms have been set-up as requested and catering is in place if required
- Assisting with travel management; booking and arranging straightforward travel, researching options to ensure the most cost-effective choice
- Assisting with client liaison by telephone and email; taking messages, passing on information and dealing with queries as appropriate in a timely manner
- Assisting with e-filing and mailbox management for fee earners
- Assisting with photocopying, scanning, collation of enclosures for correspondence and e-bundling as required
- Assisting with searches via Companies House & Land Registry
- Identifying potential issues and coming up with solutions; knowing when to escalate any concerns to Team Leaders or the PA Manager so that a resolution can be found in a timely manner

### File/Matter duties:

- Assisting with new business enquiries, following departmental processes
- Assisting with file opening and with the preparation of all relevant documentation
- Entering contact information on the firm's CRM
- All elements of document management, including assisting with data rooms
- Assisting with file closures and archiving, liaising with the Office Services Team

### Finance/Billing duties:

- Assisting with all elements of financial management in accordance with practice area and firm procedures, to include:
- Processing expenses, requesting and processing disbursements from external parties
- Preparing electronic bank transfers
- Assistance with client balances

# KINGSLEY NAPLEY

---

## **Business Support duties:**

- Liaising as needed with business support services across the firm, to include: BD & Marketing, Finance, People & Culture, IT, Legal & Commercial Operations, Business Acceptance Team, Office Services & Building Wellness Team

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.

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.

# KINGSLEY NAPLEY

---

## Person Specification

Job Title: Practice Administrative  
Assistant

	<b>Essential</b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"><li>• Educated to GCSE standard or equivalent, including English and Maths grades A-C (or equivalent)</li></ul>
<b>Knowledge and Technical Ability</b>	<ul style="list-style-type: none"><li>• Organised with analytical and problem-solving skills</li><li>• Ability to work independently, take initiative, set priorities and see projects through to completion on time</li><li>• Knowledge of Outlook, Word, Excel and PowerPoint</li><li>• Excellent written and oral communication skills, including grammar, spelling and punctuation</li><li>• Develops own knowledge and skills to meet the demands of the role</li><li>• Ability to remain calm under pressure and in demanding situations</li></ul>
<b>Client Care</b>	<ul style="list-style-type: none"><li>• Ability to establish and maintain effective working relationships within the department and firm overall</li></ul>
<b>Firm wide Skills</b>	<ul style="list-style-type: none"><li>• Promote the sharing of best practice and knowledge across the firm</li><li>• Understand the importance of client confidentiality, information security and data protection and act accordingly</li><li>• Commitment to Continuous Improvement practices</li></ul>
<b>Attributes</b>	<ul style="list-style-type: none"><li>• Demonstrates behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment</li><li>• Shows a positive and proactive "can do" attitude</li><li>• Enthusiastic and cooperative team-based approach and willing to help others and promote positive team relations</li><li>• Reliable, with excellent timekeeping</li><li>• Self-motivated, committed to the Firm and to personal growth</li></ul>

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.