

**PAYNE HICKS BEACH
FAMILY DEPARTMENT**

**COURT DOCUMENT ADMINISTRATOR
JOB DESCRIPTION**

The Firm

Payne Hicks Beach is a 29 partner firm of solicitors based in five offices in New Square, Lincoln's Inn. In total the firm has a complement of approximately 150 partners and staff.

The firm was founded in 1730, and draws strength from its long history. However, whilst valuing its history, the firm has a modern outlook. The firm has particular expertise in private client work, including family work, and together these two areas account for around 75% of the firm's fee income. We are one of the leading firms in the country in both private client and family work.

The firm is organised into eight specialist departments:

Private Client (including tax, trust and probate)

Family

Property

Dispute Resolution

Company and Commercial

Employment

Privacy and Media Law

Citizenship and Immigration

The strategy of the firm is to grow by selective recruitment of individuals with a proven track record in their particular area of expertise. The firm has continued to flourish in recent years and has a sound financial base from which to continue to grow in a planned way.

The firm has modern IT systems and prides itself on the smooth running of its administration. The support staff include a full time librarian, and there are on line facilities for research.

Family Law Department

The Family Law Department currently consists of 6 Partners, 7 Associates, 7 Assistants, 2 Consultants, 11 secretaries and 3 members of the Admin team. The client base comprises high net worth individuals and includes many household names. The department is highly rated by both Legal 500 and Chambers directories and is widely regarded as one of the leading family law practices in the country.

The Admin team is made up of an Outdoor Clerk and two Court Bundlers.

The Role

The Department is looking to recruit a hard-working Court Bundler to join the team.

Your key duties will include, but will not be limited to;

- Updating PHB papers and Counsels' papers
- Scanning paperwork when needed
- Proofreading and assisting with the content of applications, petitions and documents to be lodged at various courts.
- Lodging applications, petitions and documents at various courts.

- Chasing courts with regards to processing the above.
- Appearing before District Judges, Circuit Judges and Masters on behalf of the firm.
- Attending "Court User Group" meetings at the Central Family Court.
- Communicating procedural changes to the court system to relevant departments.
- Liaising with Counsel, the courts and other law firms in order to fix hearing dates.
- Serving legal documents.
- Delivering various documents (i.e. to chambers or other associated practices).
- Updating Counsel's papers.
- Updating Bundles at various courts.
- Various ad-hoc office duties (for example, photocopying).

The Individual

The ideal candidates will have experience in a similar role, where attention to detail is important

Good communication skills, both written and oral, are required to work with all members of the team, from Partners to secretaries.

The admin team work with loose supervision so we are looking for a reliable and conscientious person, with good time management skills

The ideal candidate must be a team player who takes pride in the work they produce

IT in the Firm

The firm has a network running on Windows 7 with Office 2010 running on the desktops with access to Word, Excel and SOS Practice Management system.

The firm has both internal and external e-mail using Microsoft Office and Exchange Server

Remuneration Package

Salary: Market Rate

Other benefits: 4 x Life Assurance
 Permanent Health Insurance
 Medical Insurance (after 1 year qualifying period)
 Pension Scheme (after 1 month qualifying period). The firm contributes to a Personal Pension Plan.
 Interest-free season ticket loan after 3 months
 Child Care Voucher Scheme
 Cycle to work scheme

Holidays: 22 days increasing to 25 days progressively over 3 years plus bank holidays

Other

The taking of cigarette breaks is not permitted.

We are an equal opportunities employer.

Please contact Janice Okuns, HR Manager, for further information