

JOB DESCRIPTION

JOB TITLE:	Commercial Property Finance Lawyer		
REPORTS TO:	Head of Commercial Property Finance		
DEPARTMENT:	Commercial Property Finance	LOCATION:	Leeds

PURPOSE

To manage a caseload of Commercial Property Finance transactions (Sale, Purchase & refinance) which will include title checking freehold, leasehold, unregistered and new build cases.

KEY RESPONSIBILITIES;

This does not set out every responsibility but provides an overview of the main areas of responsibility.

- Comprehensive experience of freehold and leasehold, registered and unregistered, newbuild, commercial property sale, purchase and refinance conveyancing and residential sale, purchase and refinance conveyancing.
- Ensure that all inbound and outbound correspondence, telephone calls, faxes and emails are actioned to agreed service level standards and in a highly professional level.
- Requesting official copies and conveyancing searches using our online search provider TM. Requesting priority, bankruptcy, Companies House and High Court searches and checking these on receipt.
- Completing title checks and bank standard form Reports on Title, Certificates of Title and Reports to a purchaser.
- Checking standard form enquiries and raising enquiries of appropriate parties.
- Requesting planning / building regulations from the relevant Local Planning Authority.
- Checking Valuation Reports.
- Checking, drafting and negotiating Contracts and Transfers.
- Dealing with exchange of contracts.
- Dealing with movement of monies on completion and redemption of existing charges.
- Completing Companies House registrations, SDLT applications online and Land Registry applications.
- Chasing documentation from the bank/borrower(s)/mortgagor(s) and updating the in house case management computer systems where necessary.
- Completion of checklists (Valuation Reports / Fees / Companies House Searches) and any others utilised by the team.

Personal Qualities

- Ability to quickly assimilate facts on relatively complex files, identify patterns and forms connections.
- Ask relevant, probing questions.
- Is determined and focussed.
- Makes the best use of information provided

- Makes clear concise recommendations as to what further action should be taken.
- Ability to make sound commercial decisions in line with enact policy.
- Balances how far to pursue enquiries.
- Able to strike a balance between importance of information needed and circumstances of a case.
- Ability to change tack during investigations and adapt to changing circumstances.
- Excellent team player, but also ability to work on own initiative.
- Retains objectivity whilst working under pressure.
- Ability to listen and reflect on information provided.
- Provides clear advice and guidance to administrative assistants in a comprehensive manner.
- Excellent communication and customer service skills.
- Excellent attention to detail.
- Keeps record of information received and uses it appropriately.
- Excellent organisational skills.
- Able to work in a high volume environment.
- Uses their own initiative.
- Demonstrates commitment to work.
- Takes ownership of decisions.
- Due to ever changing nature of the business, the ability to work in an environment that is likely to be less structured than your current role.
- To identify process improvements.
- Excellent computer skills i.e. case management systems, outlook, word, TM and Land Registry Direct.
- Excellent data input skills.

Qualifications

- At least 5 years PQE in commercial and residential conveyancing.
- Holds a current practising certificate.
- Degree: 2.1 or above.
- GCSE Maths and English (Grade C or above).