

STEWARTS

Job description

Job title:	Personal Assistant
Reporting to:	Head of Divorce & Family, London
Department:	Divorce & Family
Location:	London
Purpose of role:	To provide a high level of assistance to the Divorce & Family partners (and others as necessary).
Hours:	12-month fixed term contract to start mid-June Full time
Reviewed:	March 2026

Job responsibilities:

- Assisting the Divorce & Family partners and other members of the team.
- Representing the London Divorce & Family team and being one of the “go to” people for the partners and the department.
- Monitoring the inboxes of the partners as directed and picking up administrative matters that require attention.
- Coordinating and organising departmental processes and events (reporting, appraisals, social activities, training workshops) whilst working closely with the other EA/PAs.
- Extensive diary management – arranging meetings, interviews, some travel arrangements, client entertainment, checking outlook calendars, reminding re appointments and assisting in their preparation. Using own initiative to making appropriate determinations of behalf of others when required.
- Typing and/or drafting correspondence, notes, reports, emails, forms, minutes, spreadsheets, slides and other documentation.
- Manage and maintain professional relationships with clients and other stakeholders, acting as gatekeeper for telephone calls and emails where required.
- Communicating with clients and others and addressing queries.
- Assisting other EA & PAs in taking new client enquiries for the department and ensuring new client enquiry schedule is kept up to date.
- Carrying out organisational and administrative tasks such as copying, proof-reading, extensive file management (hard copy and email).

- Accounting: processing payment of invoices, time recording, assisting with the billing process, dealing with Divorce London expenses, preparing statements of account including narratives, awareness of client preferences, charge-out rates, funding arrangements, collating financial data for monthly reports.
- Maintaining client data and assisting with marketing / BD and 'Developing Business' activities.
- Undertaking a range of ad-hoc duties and projects as delegated from time to time.

Job skills:

- Proficient organisational and administrative skills, attention to detail and ability to flexibly handle time-restricted projects with a high level of personal effectiveness.
- Excellent IT skills, experienced with relevant spreadsheets, databases, ability to adapt to new technology and processes.
- Excellent written skills, compiling data analysis and report writing.
- Ability to demonstrate excellent judgement and discretion regarding confidential and commercially sensitive information.

Previous Experience:

- Previous PA/EA experience of around 5 years within a law firm or other professional services organisation.

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, manages own workload and meets deadlines.
- Demonstrates excellent communication and people skills (respectful, positive, articulate, professional and sympathetic).
- Delivers helpful internal services with a proactive and "can do" approach, shows commercial awareness and represents the department/firm appropriately.
- Calm, articulate and exchanges information and ideas.
- Aptitude to pick up new technology and software.
- Shows sound judgement and strategic planning skills; acts within boundaries.
- Shows dedication, passion and eagerness.
- Is a respectful, reliable and encouraging team player.
- Reflects the firm's values and culture.