

STEWARTS

Job description

Job title:	Paralegal
Reporting to:	The Head of Department/Tax Litigation Partners
Department:	Tax Litigation
Purpose of role:	To provide assistance to the Tax Litigation team
Hours:	Permanent, full-time, working hours are 37.5 hours per week which may be worked flexibly between 9.00am and 6.00pm Monday to Friday with a daily lunch break of one hour. There may be a requirement to work additional hours from time to time. Must coordinate days in the office with other paralegals in the team to ensure cover from Mon-Fri.

Overview

The department aims to exploit its current market position, specialist expertise and experience to become the UK's leading stand-alone tax litigation and investigations practice in areas of focus including commercial tax litigation and professional negligence disputes and HMRC sponsored alternative dispute resolution.

Standard paralegal duties:

- General administration including filing, photocopying, message taking and diary arrangements
- Producing basic correspondence
- Undertaking legal research
- Taking statements from clients and witnesses
- Assisting in the preparation of instructions to counsel
- Preparing schedules of documents
- Preparing draft orders
- Proof reading, marking up and amending pleadings
- Maintaining cost files, claims and arranging payments of disbursements
- Assisting in the preparation of 6 monthly cost letters
- Undertaking other ad hoc duties

Job skills required:

- Essential: completion of an undergraduate degree is required
- Previous experience preferred
- Excellent typing and IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)

Business Development and Financial skills:

- Understands client needs and displays an appropriate sense of urgency
- Demonstrates general commercial awareness and vision, helps to build client relationships through pursuing own business development/marketing initiatives
- Assists with and/or attends social, fund-raising or training activities
- Represents the firm appropriately, develops own professional network and raises personal and firm profile
- Records time effectively, achieves/exceeds hours targets

Knowledge-sharing skills:

- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how or team meetings

General skills:

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, cooperates
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture