

STEWARTS

Job description

Job title:	Debt Recovery Paralegal
Reporting to:	Credit Control Manager
Department:	Accounts
Location:	London
Purpose of role:	To support the Accounts department with all matters relating to debt recovery
Hours:	Permanent, full-time
Reviewed:	August 2026

Job responsibilities:

- Investigating relevant correspondence, engagement terms, invoices, payment records and acknowledgements of liability.
- Preparing debt recovery chronologies and reviewing the history of debtor communications.
- 1st draft of Letters Before Action.
- Conducting legal and procedural research in support of debt recovery matters and enforcement processes.
- Communicating with the court, debtors and opponent legal representatives and other parties.
- Instructing and liaising with third parties, including process servers.
- Monitoring and diarising court deadlines, directions, and hearing dates.
- Assisting with preparation of court bundles and supporting hearing preparation.
- Preparing documentation in support of enforcement action.
- Maintaining accurate matter records and ensuring documents are appropriately stored and organised.
- Providing updates to fee earners as required.
- Providing administrative and procedural support throughout the debt recovery lifecycle.
- Undertaking other ad hoc duties as required by the team.

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.
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately.
- Shares information and ideas.
- Reflects the firm's culture.
- Excellent IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook).
- Completion of the LPC / SQE1 is desirable.