

JOB DESCRIPTION

Name	#
Role	Document Audit Clerk
Reports to	Fee Earner/Team Leader
Line Management	N/A
Primary Purpose	To provide support to Fee Earners either on a one to one basis or as part of a team.

Key Responsibilities (Specific)

- Researching law and preparation of advice notes for Peace of Mind members and other clients.
- Review Contracts of Employment and Staff Handbooks for Peace of Mind members and other clients
- Prepare reports as to defects and make recommendations for corrective clauses
- Review PLC updates and identify new issues to be included in client updates and to be added to a central library.
- Prepare some basic letters for staffing issues raised by Peace of Mind members.
- Prepare case law updates for the weekly newsletter and weekly updates for the Firm’s website.

Key Responsibilities (General)

- Case Management**
- Fully utilise the Case Management system when typing correspondence, telephone notes, saving emails etc.
- Telephones**
- Answer the telephone promptly in a professional manner, being polite and helpful at all times. Aim to assist calls of a general nature on your Fee Earner’s files.
- Ensure messages are recorded with client’s name, telephone number, date and time and when possible, details of the query raised. Be realistic in call back options.

Liaise with fee earner as to system regarding direct dial numbers on correspondence and process for taking calls from Reception.

If appropriate type telephone message and place on file.

Client Contact

Attending clients under supervision of Fee Earners in person and on the telephone for routine document review meetings including taking instructions/discussing document review related issues. Preparation of attendance notes and follow up work from the meeting. Liaison with the client to finalise the documents following the meeting.

File Administration

Undertake such work on the file as may be directed by the Fee Earner.

Compliance

1. To comply at all times with relevant Professional Obligations so far as they relate to your role as a Document Audit Clerk including those laid down from time to time by:-
 - i) The Solicitors Regulation Authority
 - ii) The Financial Conduct Authority
2. To comply at all times with the Solicitors' Accounts Rules and if aware that your actions may have breached these Rules to notify the COFA to this effect without delay.
3. To be aware of your obligations under the Solicitors Regulation Authority Codes of Conduct to seek to comply with those obligations and if aware that your actions may have breached the Codes to notify the COLP to this effect without delay.
4. To comply with the Firm's Money Laundering Policy/Data Protection Policy so far as they relate to your role as a Document Audit Clerk.

Other Duties

General office administration duties such as photocopying and collecting stationary.

To undertake any other administration duties at the request of Fee Earners, Team Leader, Branch Manager or Business Head.

To ensure compliance with the Firm's Quality Standards.

Consults with/
is consulted by

Fee Earner

Document audit supervisor and Business Head