



**Humphries Kirk Solicitors
Support Staff Job Specification**

Seeking a full time **Paralegal** to be based in the **Trust & Tax Team** within the **Private Client Department** at the **Dorchester** office. The role will be for a **1 year Fixed Term** period.

Role/Candidate Profile: This role will ideally suit candidates who possess previous working knowledge of Tax and Trust administration that has been gained within a similar role in either the Legal or Financial Services sector. The role will involve working closely with the Trust and Tax Manager to support with the preparation of Trust documentation and Tax reporting work as well as undertaking related administration via the online Trust Registration service. Candidates must therefore be competent in the preparation of all associated Tax and Trust documentation. The opportunity to take on a fee earning role with your own case load may exist for the right candidate. The main duties are set out in the job description.

At Humphries Kirk, we believe that a conducive working environment is vital to the wellbeing of everyone we come into contact with on a day to day basis. Therefore, when sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

Knowledge, Skills and Experience Required:

Essential	Highly Desirable
Appropriate recent working knowledge (at least 2 years') within Tax & Trust law, ideally gained within private Legal practice or Financial Services	Studying towards CILEX qualification (or equivalent)
Previous working knowledge of the online Trust Registration Service and associated administration	Working knowledge of Case Management Systems
Competent in the preparation of estate accounts, and drafting of personal tax returns, inheritance tax returns and R185's as well various other HMRC Tax reporting requirements	Previous experience of working within a fee-earning role
Competent in the drafting of legal documentation such as, Deeds of Appointment and Retirement and Deeds of Partition	
Previous experience of liaising with Trustees and Beneficiaries in relation to Estate and Trust matters	
Highly numerate and methodical	
Able to clearly articulate complex information	
Ability to time record	
Working knowledge of Microsoft Office	
Excellent written and spoken English	
Ability to juggle conflicting priorities and work to deadlines	
Resilience and tenacity	
Professionally presented both visually and verbally	
Attention to detail and a high level of accuracy	
Effective organisational & communication skills	
Adaptability & Flexibility	
Quick to adapt to changing priorities	
Conscientious and capable	
Good timekeeping and reliability	
A high regard for confidentiality and diplomacy	

Annual salary: From £22,000 (dependent upon competency and experience level)
 Hours: Monday to Friday 9-5.00pm with a 1 hour lunch break (35 hours per week).
 Holidays: 25 days plus bank holidays (pro rata for part time) and ½ day for birthday.
 Other benefits: Subject to eligibility - contributory pension scheme, Life Assurance, Health cash plan, discretionary bonuses.