TRUST AND TAX PARALEGAL FTC
JOB DESCRIPTION

Name & Date of Issue:

Reports directly to: Group Office Manager & Trust Manager/Head of Department Private Client

Job Summary: To provide accurate, timely and efficient assistance to fee earners on client matters ensuring that all guidelines, policies and procedures are adhered to ensuring the highest level of service to clients at all times.

Main Responsibilities within Trust and Tax Department

- Trust Registration Service
  - Identifying taxable and non-taxable Trusts and reporting requirements
  - Advising Trustees of the reporting requirements
  - Obtaining information from the Trustees/beneficiaries to report the Trusts
  - Completing the online registration process with HMRC
  - Keeping records of all registrations
  - Maintaining a central register of Trusts registered
  - Making the annual online declaration to maintain the register
- Preparation of Trust Tax Returns, calculation of tax and submission to HMRC Consideration of Tax Pools
- Preparation of R185's for beneficiaries of Trusts and estates
- Preparation of Income tax repayment claims for individuals
- Preparation of Tax Returns for individuals
- Estate tax – informal reporting of income to HMRC and registering estates with HMRC/preparation of Estate Tax Returns
- Estate tax calculations including the application of Statement of Practice 2 (2004)
- Online reporting of capital gains in relation to the disposal of property
- Appealing HMRC Penalty Notices
- Preparation of Hold Over Relief Claims
- Making applications for Vulnerable Person Elections to HMRC
- Trust Registration Service – identifying Trusts to be registered/registering with HMRC and ongoing updating of records/advice re reporting
- Preparation of IHT100's ending Life Interest or Discretionary Trusts/10 Year Anniversary Reports etc.
- Drafting Deeds of Appointment and Retirement
- Drafting Loan Documents and Trustees' Resolutions/Acknowledgement of Loans
- Drafting Deeds of Appointment in relation to distributions from a Trust
- Drafting of Deeds of Partition when terminating a Life Interest Trust
- Drafting Deeds of Assignment
- Liaising with investment advisers with regard to their annual review of a Trust's investments
- Drafting Investment Policy Statements
- Preparation of Trust Accounts
- FATCA/CRS – provide advice to Trustees relating to a Trust's reporting requirements

Paralegal Responsibilities within Private Client

- To effectively assist the relevant fee earners in client matters by undertaking tasks including but not limited to the following:
  - Time Recording chargeable and non-chargeable time as directed
  - Achieving Fee Earning targets as directed
  - Manage client interaction effectively and professionally; over the phone, face to face and via correspondence
  - Assisting in the timely transactions and the effect of financial controls as directed and in accordance with departmental procedures including timely and effective management of monthly Aged Debtors report
  - Ensuring all file records are kept current and case management procedures are maintained effectively (includes file closing)
  - Audio typing and word processing
  - Obtaining funds on account as directed
  - Collecting outstanding disbursements in a timely manner as directed
  - Rendering timely interim bills (as appropriate) as directed
  - Monitoring work in progress and ensuring client kept informed accordingly as directed
  - Ensuring that the highest level of professional standards and client care are maintained
  - Maintaining an effective diary system in liaison with support staff
  - Ensuring conducive working relationships with clients, colleagues and other associated third parties
  - Ensuring that any work/matter related issues that may detrimentally affect the Firm, are brought to the immediate attention of the head of department.
  - Maximising potential cross selling opportunities across the Firm
- Will Drafting
- Ensure positive and professional representation of the firm at all times
- To undertake all training as required by the Firm
- Comply with all policies and procedures set down by the Firm
- Any additional duties that may reasonably be required

Knowledge, Experience and Skills required

- Appropriate currency of knowledge in the relevant area(s) of law and/or appropriate qualification and/or relevant experience
- High standard of written and spoken English
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Good organisational and communication skills
- Adaptability and flexibility
- Excellent organisation and time management skills
- A high regard for confidentiality