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We will be the firm that clients always choose to work with and where talented people belong.

Legal Secretary/Administrative Assistant

Job description

Job title: Legal Secretary / Administrative Assistant
Location: Grantham
Reports to: Director

Role summary

The Legal Secretary/Administrative Assistant is responsible for providing a professional administrative service to the Legal Services team and being personal assistant to the team.

Key responsibilities

- Assisting with typing and admin support to the legal team including assisting with management of the workflow.
- Producing legal document for fee earning team, including wills, powers of attorney and share purchase agreements
- To assist with incoming post and ensure outgoing post is prepared and sorted accordingly.
- To actively take on administrative duties as required.
- To assist the team with matters on a daily basis, including dictation, arranging meetings , travel and conferences, marketing, preparing expense claims and managing the diary.
- To greet clients and make client appointments, as necessary.
- Photocopying, scanning, faxing, filing and making up client files as required.
- To manage the department databases which includes:
 - setting up new clients
 - using checklists to ensure all details are available and recorded correctly
 - producing client letters
 - producing letters of engagement which includes both standard and templates and deviations.
 - monitoring the return of letters of engagement
 - Other general duties as requested from time to time

Person specification

- Must have Legal background experience
- Must be educated to GCSE level or equivalent
- Must possess Microsoft Office IT skills
- Experience of working in administrative roles
- Legal experience preferable
- Must have a pleasant speaking voice and helpful disposition
- Must have a smart image and be acceptable to present D&T
- Must be methodical and accurate
- Must have had experience of dictations

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

