

Residential Property Solicitor

Position summary: Lewis Denley Solicitors is seeking a motivated and skilled Residential Property Solicitor to join our dynamic team. The ideal candidate will have a strong focus on delivering exceptional client service while managing a diverse caseload. We value innovation, technology, and a collaborative work culture.

Location: This role will be based at our Horsham office with a degree of hybrid working.

Duties & Responsibilities

- Manage a varied caseload of residential property matters, including sales, purchases, remortgages, lease extensions, and transfers of equity.
- Draft and review contracts, leases, and other property-related documentation.
- Conduct property searches and investigations to ensure compliance with legal requirements.
- Communicate effectively and courteously with clients, colleagues, estate agents, mortgage brokers, and other third parties.
- Provide accurate quotes and fee estimates to clients and explain the conveyancing process clearly.
- Ensure compliance with all relevant regulations, including anti-money laundering requirements and Land Registry procedures.
- Prepare accurate client invoices and maintain accounting ledgers in accordance with SRA Accounts Rules.
- Utilise and maintain the firm's case management system to ensure efficient workflow management.
- Build and nurture relationships with clients, estate agents, and referrers to develop new business opportunities.
- Promote the firm's services on social and professional media platforms.
- Engage in continuous professional development and required training to maintain up-to-date knowledge of property law and conveyancing practices.

Person Specification:

- Strong knowledge of residential property law, conveyancing procedures, and Land Registry requirements.
- Excellent communication and interpersonal skills to build client confidence and maintain professional relationships.
- Professional, friendly, and approachable demeanour, ensuring clients feel valued and supported throughout the process.
- Proactive attitude with the ability to manage deadlines and work efficiently under pressure.
- Exceptional attention to detail to ensure the accuracy of legal documents and processes.
- Ability to work independently and as part of a collaborative team.

- Commitment to delivering high-quality work and providing an outstanding client experience.

Application Process: Interested candidates should send a covering letter and CV to heather.gaffney@lewisdenley.com