

Job Title	Legal Assistant – Complex Crime Team
Job Overview	This is an exciting opportunity to support the Complex Crime department at one of our biggest clients, Reeds Solicitors LLP, with administrative duties and the day-to-day running of legal cases. This is a hybrid-working role, with some office assistance required, ideally the candidate will be able to commute to one of our larger offices (Oxford, Reading, Swindon, Bristol, Cardiff, Milton Keynes). This is a part-time (12:30pm – 5pm Monday to Friday) We are a very progressive company and offer development opportunities to all employees. Therefore, this role may be suitable for someone who is looking to progress longer term.
Roles and Responsibilities	• Assist with booking appointments and conferences for fee earners. • Assist with diary management for the team, including listings • Process and manage all Legal Aid Applications • Arrange payment links online or process card payments over the phone. • Open and maintain new files on the internal case management system in line with internal procedures. • Manage all new incoming enquiries for the team to ensure all calls and emails are returned. • Liaise with new and existing clients, either to inform them of our services, or update them regarding their case. • Ensure conflict checks are completed on every new file and when new documents are received. • Downloading evidence from relevant portals • Provide the highest level of customer service. • Producing, amending, and sending standard letters to clients and other parties. • Accurately complete solicitors' dictation as efficiently as possible. • Applications for legal aid and prior authority for experts costs • Chasing of police station bail backs and RULs • Submission of LF1 interim payment requests

	• Accurately time record for all work carried out on the case management system where necessary. • Invoicing and disbursement management, including private invoicing • Ensuring standards of files are met in accordance with the Office Manual and Lexcel standards. • Any other duties as directed by their line manager, fee earners a member of the management team.
Person Specification	• Experience in secretarial/administrative role (preferably in criminal law proceedings is desirable). • Ability to audio type (dictation). • Previous experience of using digital dictation equipment. • Good communicator in both written and spoken English. • Proficient in using Microsoft Office packages. • Ability to learn and efficiently use practice and case management software. • Good understanding of client care requirements. • Must be proactive in seeking to assist fee earners and apply a consistent attention to detail. • Excellent time management and organisation skills. • A flexible approach and willingness to help, with a "can do" attitude. • Good teamwork ethics.
Salary	£24,785.00 per annum FTE
Working hours	Part-time hours – 12:30pm – 5pm Monday – Friday (22.5 hours per week), we are open to considering other working patterns for the right candidate.
Job type	Permanent
Closing date	We reserve the right to amend the closing date or withdraw the advert without notice prior to the closing date.
Why work for Rock MS?	We are a forward thinking, dynamic company, who put their clients and employees first. We are a fun and flexible firm with good opportunities for development and career progression. We expect a lot from our employees but in return we offer: • The ability to earn up to 30 days of holiday with years of service (standard holiday packages start at 21 days plus all bank holidays); • Additional paid day off on your birthday.

	• Ability to purchase a further 5 days of holiday each year. • Discretionary additional holiday days given at Christmas (up to a maximum of 2 days) • Flexible working schemes available to all employees. • Private medical health care with the option to add optical and dental care. • Discounted gym memberships. • Fresh fruit baskets in each office on a weekly basis. • Cycle to work scheme. • Unlimited access to online based training. • Employee assistance programme with access to physical, mental and emotional health advice & webinars, wellbeing videos and programmes, online counselling & mini health checks.
How to apply?	If you are interested in this position, or would like further information, please email recruitment@rockms.co.uk with the job title clearly stated in the subject line.