



### **Role Profile**

Paralegal

### **Location**

Gloucester, GL3 4AH

### **Salary**

Up to £23,000

### **Contract Type**

Permanent / Full-Time

Blackfinch Group is an award-winning investment specialist with a heritage dating back over 25 years. A trusted provider, we work in partnership with advisers. Our businesses offer tax-efficient solutions, early stage investing, managed portfolio services, property financing and renewable energy. As an environmental, social and governance (ESG) investor, we work for a positive impact. We're proud to be entrusted with over £450 million in assets under management and administration.



## **Purpose of Role**

To work with the wider Legal department and carry out varied legal matters relating to Finance, Property, Corporate and Construction. You will also act within deal teams to provide the legal support for investment teams preparing new, and servicing existing deals.

## **Key Accountabilities**

- Drafting and producing real estate finance legal documents using standard templates.
- Under the supervision of senior members of the Legal team, provide general corporate legal support to all departments of an investment and financial services company.
- Under the supervision of senior members of the Legal team, support the Legal team and business team within the real estate finance lending department.
- Undertaking overall day to day file management of both hard and soft copy files (including security registrations).
- Assisting with due diligence and know your customer requirements.
- Carrying out legal and factual research.
- Assisting with post completion transaction work, for example scheduling and archiving deeds and updating any records and databases.
- Proofreading any legal documents for content, quality and consistency.
- Responding to internal and external queries and correspondence ensuring they are dealt with in a timely manner or passed on to the appropriate team member.
- Various administrative duties as and when required and supporting the Legal team by carrying out a variety of ad hoc work and tasks.

## Essential Skills & Experience

### Essential Experience

- A minimum of 6 months experience working in a law firm or in a financial services environment.

### Essential Skills & Qualities

- Sound knowledge of Microsoft Office applications including Word, Excel and Outlook.
- High level of accuracy and attention to detail.
- Good customer service skills with the ability to build and maintain relationships.
- Ability to grow and develop your skill-set whilst taking ownership of projects.
- Strong written and oral communication skills.
- Excellent time management skills with the ability to prioritise workloads.
- High level of personal drive and initiative.
- Great interpersonal skills, a team player and proactive approach.

## Essential Qualifications

- Hold a minimum 2:1 degree.
- Hold the GDL (or a law degree).
- Hold the LPC, be working towards it or be prepared to study it, with a view towards being eligible to complete a training contract and qualify as a solicitor.

If you believe you have the skills and experience for this role, we'd be interested to hear from you.

Apply by sending your CV and any other supporting documents to **HR@blackfinch.co.uk**

If you require any further information about this role, we're here to help, contact us on 01452 717070.

## Our Values

At Blackfinch we're working to make a difference in the world. We partner with advisers to meet client and business aims. Inspired by the work of Charles Darwin, we're named after one of Darwin's finches, which influenced his theories of evolution.

Our values of 'adapt', 'evolve' and 'thrive' run through everything we do. We continually adapt to changing markets, providing evolved products so that our customers can thrive. These values inform our work as an ESG investor, working towards a more sustainable future.



Offering a supportive environment, championing continuing professional development and sponsoring staff for qualifications.



One of the friendliest businesses in financial services, supporting our people, customers and investee companies.



Providing opportunities to progress plus to take up benefits, and to get involved in sponsorship and charity work

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