

Job Specification – Post Completion Assistant (Residential Conveyancing)

Post Completion Assistant – Residential Conveyancing

Department

Residential Conveyancing

Reporting To

Head of Residential Conveyancing / Post Completion Manager / Senior Fee Earners

Purpose of the Role

To provide efficient and accurate post-completion support to the Residential Conveyancing Department, ensuring that all transactions are correctly completed following exchange and completion, completion letters sent to lenders, clients and solicitors with correct documentation, registrations are submitted promptly, lender requirements are satisfied, and client files are concluded in accordance with regulatory and firm procedures.

Key Responsibilities

Land Registry Applications

- Prepare and submit applications to HM Land Registry using the Land Registry Portal.
- Lodge applications for:
 - Transfers (TR1)
 - Charges and discharges
 - Restrictions
 - Notices
 - First registrations
 - Applications following assents, deeds of variation and other registrable dispositions.
- Check title information documents and registers on completion of registration.
- Deal with Land Registry requisitions promptly and accurately.
- Escalate complex requisitions to a fee earner or Team Leader where appropriate.
- Update the case management system with registration progress and outcomes.

Lender and Client Requirements

- Ensure lender charges are registered correctly.
- Forward title information and completed registration documents to lenders in accordance with CML/UK Finance requirements.
- Provide clients with copies of updated title documentation following registration.
- Ensure all lender post-completion undertakings are satisfied.

File Closure and Administration

- Review files to ensure all post-completion matters have been completed.
- Archive files in accordance with firm procedures.
- Ensure all documentation is properly saved to the electronic file.
- Assist with deeds storage and retrieval processes.
- Maintain accurate records and management information.

Requisitions Management

- Monitor Land Registry requisition deadlines.
- Investigate and respond to requisitions efficiently.
- Liaise with conveyancers, lenders, management companies and third parties to resolve outstanding issues.
- Maintain a requisitions diary to ensure no applications become cancelled.

Compliance and Risk Management

- Ensure compliance with:
 - HM Land Registry requirements.
 - HMRC SDLT requirements.
 - UK Finance Mortgage Lenders' Handbook requirements.
 - Law Society Conveyancing Protocol.
 - Firm policies and procedures.
- Identify potential registration risks and report concerns promptly.
- Maintain confidentiality and comply with GDPR requirements.



Team Support

- Assist conveyancers with post-completion queries.
- Participate in training and departmental meetings.
- Contribute to continuous improvement of post-completion processes and workflows.

Person Specification

Essential Skills

- Excellent attention to detail.
- Strong organisational and time management skills.
- Ability to manage a high-volume workload.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.
- Competent IT skills including Microsoft Office and case management systems.

Desirable Skills and Experience

Previous experience within a conveyancing department.

Understanding of residential conveyancing transactions.

Experience dealing with HM Land Registry applications.

Familiarity with conveyancing case management systems.

Good understanding of post-completion processes and deadlines.