



## Angel Wilkins Job Description

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| <b>Job title</b>  | Post-Completion Conveyancing Executive |
| <b>Reports to</b> | Conveyancing Solicitor                 |

### **Job purpose**

The Post-Completion Conveyancing Executive is responsible for managing post-completion processes on purchase files, ensuring registrations and related matters are progressed accurately, efficiently, and within required timeframes. The role provides essential operational and administrative support to Fee Earners and acts as a central point of contact for post-completion matters.

### **Duties and responsibilities**

- Dealing with Notices to Landlords and Management Companies in relation to completed transactions, including serving notices and liaising to obtain receipted confirmations and compliance certificates
- Preparing and submitting AP1 and FR1 applications to HM Land Registry within prescribed timeframes.
- Managing and responding to requisitions raised by HM Land Registry, in liaison with the relevant Fee Earner and within HMLR deadlines.
- Providing registration progress updates and responding to post-completion queries raised by mortgage lenders/clients.
- Chasing Landlords and Management Companies for outstanding post-completion documentation, including receipted Notices of Assignment and Charge and compliance certificates.
- Dealing with routine post-completion enquiries under the supervision and guidance of the Fee Earner.
- Sending completed Land Registry titles, deeds, and any indemnity policies to clients and/or mortgage lenders following registration.
- Maintaining accurate and up-to-date records on the firm's case management and lender systems, including LMS and Lender Exchange, and providing required lender status updates at prescribed intervals
- Ensuring applications lodged via the HM Land Registry portal comply with portal requirements and submission standards.
- Supporting Fee Earners by highlighting potential post-completion issues or delays arising during the registration process.
- Carrying out file closures procedures, including reconciling accounts and working towards a zero balance in accordance with firm procedures.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the organization and the overall business objectives of the organization

### **Skills & Experience**

- Previous experience in a Post-Completion conveyancing role
- Strong understanding of Land Registry procedures and SDLT requirements
- Excellent attention to detail and organisational skills
- Ability to manage a high volume of files and meet strict deadlines
- Confident written and verbal communication skills
- Proficient in case management systems and Microsoft Office
- Ability to work independently and as part of a team

### **Desirable Skill**

- Experience with residential property transactions
- Familiarity with lender requirements and panel processes
- Knowledge of regulatory and compliance standards within conveyancing

### **Person Attributes**

- Highly organised and methodical
- Proactive and able to use initiative
- Reliable with a strong work ethic
- Calm under pressure