



Angel Wilkins Job Description

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| Job title | Completions Administrator |
| Reports to | Conveyancing Solicitor |

Job purpose

To manage the financial and post completion stages of property transactions, ensuring all completions are handled efficiently, funds are processed accurately, and registrations are submitted within HM Land Registry and HMRC deadlines.

Duties and responsibilities

- Preparing completion statements, invoices, completion letters
- Liaising with Estate Agents, clients, solicitors
- Preparing telegraphic payments for completion and handle CHAPS/bank transfers on completion day
- Providing administration support for post completion tasks including submitting SDLT form, Registrations and dealing with HMLR Requestions

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

Essential:

- Previous experience working in conveyancing
- Strong attention to detail and accuracy
- Good organisational skills with the ability to manage multiple files simultaneously
- Knowledge of Land Registry processes and SDLT submissions
- Proficient in Microsoft Office and case management systems

Desirable Skill

- Familiarity with lender requirements and panel processes
- Previous experience in a post-completion conveyancing role
- Knowledge of Solicitors Accounts Rule

Person Attributes

- Methodical and well-organised
- Able to work independently and as part of a team
- Strong communication skills
- Calm under pressure in a deadline driven environment
- Proactive and willing to learn