**EXECUTRY PARALEGAL**

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| **Job Title** | Executry Paralegal |
| **Jobholder** | New post |
| **Salary Scale** | Competitive |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | Partner |
| **Job Purpose** | To administer and manage a caseload of executry files independently within a small team of Executry Paralegals. |
| **Management Responsibility for** | None |

**Main Duties and Responsibilities**

* Administer testate and intestate executries from initial meeting to conclusion;
* Proactively manage your own caseload and provide an excellent client service;
* Communicate with Executors and other third parties as required;
* Identify and resolve any problems experienced by our clients in a professional manner;
* Demonstrate a good working knowledge of inheritance tax exemptions and reliefs and be able to produce inheritance tax calculations;
* Complete inheritance tax account forms;
* Prepare Executry accounts;
* Have a working knowledge of legal rights.

**Skills, Knowledge and Experience**

* Previous experience dealing with executries is essential;
* Excellent interpersonal skills, both written and oral;
* Able to build professional relationships with clients and third parties;
* Good organisational skills and the ability to prioritise tasks;
* A high level of accuracy and strong attention to detail;
* Excellent IT skills;
* Previous experience of dictating is preferred.

If you wish to apply for this role, please send your CV via e-mail to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk)