



JOB DESCRIPTION

Job Title: Solicitor - Residential Conveyancing

Reporting to: Associate/Partner

Department: Property & Real Estate

1. Job Purpose

Working under supervision when required but otherwise responsible for their own case load, to support the residential property department with the full range of conveyancing procedures from commencement to completion of transaction.

A high volume case load is anticipated. Work is generated from existing and new clients, estate agents and from 'in house' referrals.

The post holder works as part of a team and will provide cover for the Associates and more junior members of the team when required i.e. during annual leave.

2. Scope and Range

Post reports to Associate/Partner Residential Property.

Direct Reports: None

3. Key Responsibilities

Working under supervision if required (in respect of particularly complex and/or high value cases), the key responsibilities include but are not limited to:

Conveyancing

- Taking instructions directly from clients/Associate/Partner for sale and purchase files, transfers of title, new build purchases, voluntary registrations, discharge and remortgage work.
- Dealing with clients, estate agents, mortgage lenders and solicitors at every stage of the transaction from initial instructions and noting interest, throughout missive stage (under supervision) and through to completion.
- Advising and keeping clients up to date with the progress of their transaction both via email and telephone contact.
- Preparing Standard Security for signature.
- Reviewing Searches on sale and on purchase reviewing same and interpreting results.
- Noting Title on both registered and unregistered properties and reporting to client on terms.
- Preparing Disposition and all other conveyancing drafts.
- Raising observations both standard and in light of search entries and Home Report review.
- Preparing Report on Title and ordering funds from Lender.
- Preparing settlement terms in readiness for completion of transaction.
- If required submitting LBTT Returns online and having a general knowledge of LBTT requirements to include ADS.
- If required registering property with Registers of Scotland and completing necessary Forms for registration.
- Dealing with post settlement claims under guidance as appropriate.

Case Management

- Dealing with credit and debit balances and ledger reviews.
- Effective monitoring and scrutiny of files ensuring timescales are met and that paperwork is processed, filed and kept up-to-date.

Client Relations

To provide a high quality legal service to all BTO clients including:

- To develop and maintain good client relationship skills, nurturing existing client relationships.
- To receive and respond to requests for legal advice from current and potential clients.
- To record all chargeable hours and submit billing requests in line with firm policies and client protocols.

Business Development

- To promote the department and the Firm through supporting the team with business development, marketing and networking activities through attendance at events.
- To prepare client updates, generate ideas for and assist in the preparation and delivery of client seminars.
- With the support of the Firm, to take responsibility for a growing professional network.

Personal Development

- To maintain high standards of professional conduct whilst delivering against agreed fee earning targets.
- To maintain continuing professional development activities including recording CPD hours in line with Law Society requirements.
- To keep up to date with conveyancing law and practice.

4. Communications and Relationships

Excellent internal personal and communication skills are required as this role has extensive communication with clients (primarily on the telephone), estate agents, lawyers, mortgage brokers etc.

5. Most Challenging part of Job

Working under pressure in a busy department which requires ability to prioritise and working to tight deadlines. Requires strong organisational skills with attention to detail.

6. Knowledge, Training and Experience Required**Essential:**

- Conveyancing experience obtained in a similar role.
- Good knowledge of residential property processes and procedures and confidence in managing transactions.
- Efficient and well organised, with attention to detail.
- Well-developed communication and interpersonal skills.
- Adaptable and flexible with ability to work on own initiative as well as part of a team.
- Ability to prioritise heavy workload within tight time constraints under pressure.
- Working knowledge of retrieving information online from ScotLIS.

Desirable:

- Experience of using practice management systems.

7. Job Description Agreement

Job Holder's Signature & Date:

December 2025