

Kinherit – Legal Administrator

Kinherit – www.kinherit.co.uk

Kinherit is a high growth business, operating in the area of End-of-Life planning through writing Wills and Trusts. We are a market-disrupting Law Firm; our qualified estate planners help customers make sense of a whole range of legal and financial issues. Your role will be to review legal documents for accuracy against the information recorded on the internal Kinherit Portal. In addition to this, you will read legal documents, extracting relevant information to upload to various internal and external systems.

Experience / Qualifications

Required

- Currently studying law
- Excellent attention to detail
- Excellent written English
- Confidence in speaking to customers over the telephone and video is critical
- Comfortable with speaking with a range of customers including high-net-worth individuals

Desirable

- Experience in medical, legal, financial, or professional services
- Experience working in an office environment
- Experience providing customers with outstanding service

Attributes

- Ability to analyse documentation, to identify spelling and grammatical errors and typos
- Excellent attention to detail, both verbal and written, to ensure communication accuracy
- Able to communicate at all levels, factual feedback of inaccuracy when required at different stages on different tasks
- Ability to handle sensitive information with the utmost discretion
- Ability to work as a team and independently
- Ability to use Microsoft Word, Excel, and other IT systems and quick to pick up new systems

Package

- Competitive salary
- Working hours –part-time up to 25 hours per week
- Complimentary Will and End-of-Life planning
- Up to 30% discount for immediate family Wills and End-of-Life planning

Business summary

Our mission is to 'Redefine End-of-Life Planning'.

Our qualified estate planners help make sense of a whole range of legal and financial issues, creating a Will that makes sure our customers wealth, where possible, goes exactly where they want it to. We'll then set them up to record their plans in a secure online space – their own personal Kinvault® – which is easy and instant to update anytime and simple to share and execute when they die. With Kinherit our customers can be confident that when they die whatever they want to happen will happen – with no assets or information missed and without their family having to pay or do anything extra.

Our principal strategy is to find customers via professional introducers – in particular, wealth managers and independent financial advisors.

Role summary

This role suits either a Law student, wanting a part-time role prior to furthering their legal career, or an experienced legal administrative executive.

As a Kinherit – Legal Administrator your role is to read legal documents, check for accuracy and extract relevant information for upload to separate IT systems. You will have some interaction with customers from time to time.

Role description

To be successful in this role your efficiency and accuracy is critical, with high-quality outcomes from every process.

Your duties are part of our new Trust Registration offering owning the process for each customer allocated. You will receive customers Trust Deeds and Wills, reviewing them for specific information. You will contact the customer if information is not clear or available.

Once you have gained all relevant information you will upload it to the HMRC Trust Registration portal. Accuracy is key, but also your ability to use different systems simultaneously.

As you grow into this role, you may be required to be involved in other telephone-based projects, either with customers or our professional introducer network. Although currently, this is not the core basis of your role.