

PAYNE | HICKS | BEACH

Business Administration Apprentice Private Client Department

The Role

The Private Client Department is looking to recruit a Level 3 Business Administrator Apprentice to assist and support more senior members in the team.

Duties and Responsibilities

The individual may be required to:-

- Organise client files on the firm's current Document Management System prior to its transfer to iManage
- Tidy up spreadsheets and maintain electronic files
- Maintain and file financial and other data on our accounting software package (CCH)
- Collate and organise information for accounting and tax reporting
- Assist with upgrading the internal trust database and its migration to an updated electronic platform
- Open post, scan and file documents down to electronic folders, correctly identified and labelled
- Collate and summarise Charity appeals
- Maintain inhouse records for the firm's trustee corporations
- Chase up external agencies, eg HMRC or banks/investment managers
- Assist with departmental archiving
- Organise stationery and provide general office support

The Training

The successful candidate will be appointed a mentor and be trained by and primarily work under the supervision of various members of the department, with 20% of their time being designated as development time.

A structured programme of tuition will be provided by an accredited training provider over a 15 month period. This is a Level 3 apprenticeship, with a view to the candidate developing knowledge, skills and behaviours that can be applied in roles across a variety of business functions, including project management, business governance and operations.

External training will include virtual classroom sessions and developmental workshops and will require the candidate to engage with private study and reflective practice in the workplace, with help from a coach and tutors. The 12-month teaching programme consists of six modules, with an additional three months spent preparing and completing an End Point Assessment.

On completion of the apprenticeship, the successful candidate will continue to be given help to develop and can go on to further training or employment.

The Individual

The ideal candidate will have the following skills and attributes:

- good academic record including 5 GCSEs (including English and Maths, and min AAA)
- good working knowledge of Microsoft Office packages e.g. Excel, Word, Adobe, Nuance, Access
- excellent command of both spoken and written English and numeracy skills
- experienced IT user with intermediate Excel skills
- good administrative skills and attention to detail, and the ability to prioritise a workload
- ability to work as part of a team or on their own
- well organised and able to act with discretion when dealing with confidential information
- a good telephone manner and communication skills
- a positive outlook, flexibility and appetite for taking on challenges

The Private Client department

The Private Client department has two sections, the legal section and the trust and tax section. These two sections work closely together on our clients' affairs so as to provide a seamless service.

The legal section comprises solicitors, legal executives and secretaries. There are currently seven partners, one senior professional support lawyer, eight senior associates and two associates, two chartered legal executives (specialising exclusively in probate and estate administration) one trainee solicitor and one apprentice, as well as five secretaries in the section.

The trust and tax section consists of fourteen qualified and unqualified trust and tax accountants and practitioners, including two accountants, three chartered tax advisers, three secretaries and three apprentices.

The Firm

Payne Hicks Beach is a 38 partner firm of solicitors based in offices in New Square, Lincoln's Inn, and comprises in total about 190 people. Our long-established firm is well-regarded as one of the very best of the small number of firms in the UK who provide specialist legal services at the highest level to private and commercial clients in London, nationally and internationally. Often lauded publicly for our family, dispute resolution and private client work, we have an excellent reputation in all disciplines and areas (rated in both Chambers and Legal 500).

More information about the departments and the work of the firm may be found on our website www.phb.co.uk

Remuneration Package

Salary:	To be discussed
Other benefits:	4x Life Assurance Permanent Health Insurance Medical Insurance (after 1 year qualifying period) BUPA Cashplan (after 1 year qualifying period) BUPA Health Assessment (after 1 year qualifying period) Pension Scheme. The firms contributes to a Personal Pension Plan.

Interest free season ticket loan after 3 months
Cycle to Work Scheme
Wellbeing Programme

Holiday: 22 days increasing to 25 days