

# PAYNE | HICKS | BEACH

## Job Description

### Paralegal Apprentice for the Landed Estate Team

#### Introduction

The Landed Estates and agriculture team is looking to recruit a Paralegal Apprentice from a non-law academic background to assist the team with rural and residential property work for individuals, family trusts and other non-corporate clients.

#### Duties and Responsibilities

General day to day duties will include:-

- Progressing transactional work, being sales and purchases of agricultural and residential property
- Assisting the team with legal research and client communications
- Helping to coordinate team business development and external communications.
- Opening and closing files, assisting with compliance,

#### The Training

The successful candidate will be appointed a mentor; they will be trained by and primarily work under the supervision of Bethany Milchem and Simon Blackburn.

A structured programme of tuition will be provided by an accredited training provider over a two year period. This is a Paralegal apprenticeship. External training will be either for one day a week or on block release and be supplemented by private study, periodic assessments and on the job training.

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 with the firm.

#### The Individual

The ideal candidate will have a keen interest in property law and should be willing to take part in all of the team's professional activities: we are looking for a person who wishes to progress to a solicitor or other formal legal qualification. Payne Hicks Beach has an enviable average length of service for employees and the hope is that the successful candidate will join with the intention of making a career here.

A rigorous (but gentle and friendly) on-the-job training will be provided and there will be opportunities for business development and formal training alongside the apprenticeship training. The hope is that the successful candidate will progress to qualification as a solicitor and during that time will learn the technical and client care skills to take ownership of files and manage relationships.

#### The Landed Estates and Rural Property Team

The Landed Estates and rural property team at Payne Hicks Beach advises both UK and international clients on all aspects of transacting and owning rural real estate - including farm acquisitions and disposals, agricultural tenancies, rights of way, manorial rights and minerals.

We work with the owners of over 50 landed estates varying in size from 750 acres to over 30,000 acres and many of these estates have houses and grounds that are open to the public. Work includes advising on the sale and purchase of significant country houses and farmland as well as assisting with diversification and development schemes for these properties. We also advise on the protection of mineral rights and first registration of large tracts of unregistered land.

The files on which you will work range from £50,000 field sales to nine-figure sales of land for development; from leases of business premises in farmyards to complex farm tenancy disputes and from sales of urban trust property to purchases of listed country mansions.

### **The type of work includes:**

1. Sales and acquisitions of agricultural property and land (including options, overages and pre-emption agreements);
2. Agricultural tenancies;
3. Sporting and fishing rights;
4. Banking and re-financing;
5. Residential conveyancing and tenancy advice to support the firm's probate and family teams;
6. Business structures and joint venture/collaborative agreements;
7. Diversification issues;
8. Succession planning;
9. To work with the wider Private Client and tax teams advising on:
  - (a) wills, trust planning and probate matters;
  - (b) Tax advice in relation to Inheritance Tax, Stamp Duty Land Tax, Business Asset Disposal Relief, Capital Gains Tax and VAT;
10. Renewable energy schemes.
11. Basic payment scheme, agri-environment and Environmental Land Management Scheme issues.

### **The Firm**

Payne Hicks Beach is a 38 partner firm of solicitors based in offices in New Square, Lincoln's Inn. In total the firm comprises about 190 staff. The firm provides specialist legal services to private and commercial clients. We are best known for our family, private client and rural property work and are widely regarded as one of the very best of the small number of firms in the UK who provide these specialist services at the highest level. We also have an excellent reputation in many other areas of law (rated in both Chambers and Legal 500), including trust litigation.

More information about the departments and the work of the firm may be found on our website, the address of which is [www.phb.co.uk](http://www.phb.co.uk)

### **Remuneration Package**

<b>Salary:</b>	To be discussed
<b>Other benefits:</b>	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

**Holiday:** Cycle to Work Scheme  
Wellbeing Programme  
22 days holiday increasing to 25

**Other**

We are open to flexible working arrangements.