

# United Arab Emirates Jobs Expertini®

## Accounting Jobs in Abu Dhabi UAE 2023

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Company: Four Season

Location: abu dhabi

Category: other-general

The role will entail working with high quality work from local estate agents and ; We have full administrative support with separate teams to deal with quotes, file opening and post completion Department Duties Undertake and supervise fee earning work in Residential Conveyancing and supervise/deputise in the Conveyancing Ensure the successful development of the firm in line with the strategy identified in the business To administer all aspects of Residential Conveyancing on behalf of Areas of work Sales Purchases Remortgages Transfers of equity New build purchases Sales and purchases of part Liaising directly with other parties with enquiries/relies Undertaking searches with Local Authority, Land Registry Reporting to clients with relevant information on tier transaction and advising clients where necessary Attending upon clients to sign legal documents Drawing up completion statements Agreeing dates with all parties and exchanging Contracts Arranging the transfer of monies on completion Submitting stamp duty forms and registering documents at Land Registry Complying with Solicitors Accounts Rules and Rules of Professional Conduct of solicitors Exercising high standards of client care always Management of own support staff/secretary if applicable Participation in marketing activities and active promotion of the firm Financial control through collection of monies on account and billing procedures on own matters Ensuring confidentiality and security of Firm s and clients documentation and information Carrying out any other duties relevant to the position as and when required by the Partners of the Requirements Have experience of working within a residential conveyancing department of a Licenced conveyancing firm or solicitors firm Have experience of using a case management system Responsible for self-development and comply with relevant training requirements by the

Law Society and in-house training when Desirable Skills Ability to work under pressure and meet deadlines Ability to work on your own initiative and make decisions Ability to work as part of a team Ability to prioritise effectively Maintain a smart appearance and dress code appropriate for the role Benefits In exchange for your dedication, Curtis Solicitors will offer you an open-plan, relaxed and stimulating working environment with constant new challenges to push and develop you into a leading financial and annual leave bonuses Free Car parking Flexible Hours Internal training programme Have experience of working within a residential conveyancing department of a Licenced conveyancing firm or solicitors firm Have experience of using a case management system Responsible for self-development and comply with relevant training requirements by the Law Society and in-house training when Desirable Skills Ability to work under pressure and meet deadlines Ability to work on your own initiative and make decisions Ability to work as part of a team Ability to prioritise effectively Maintain a smart appearance and dress code appropriate for the role

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