
Job Title	Administrator
Team	Interventions
Reporting to	Alison Beedie
Responsible for	N/A
Job purpose	To contribute to the delivery of Judicial Factory and Interventions work within Court and team deadlines.
Key responsibilities	<ul style="list-style-type: none">• deal with the implementation of mandates for client files & papers.• written and verbal correspondence with clients, solicitors, Crown Office, Police and other third parties.• ingather documents to meet production orders from Crown Office, Police and other third parties.• assist with process of claims to pay out sums due to clients.• assist in the recovery of debts owed in Judicial Factory cases.• updating accounting records with weekly transactions.• work on-site in solicitor offices to secure all accounting, firm and client records and files, and work with the team to ensure all records are securely and efficiently removed to storage.• prepare an inventory of records ingathered from on-site or elsewhere.• assist in bringing cases to a conclusion.• any other work as reasonably requested by the Manager, Solicitor for the team, and Head of Interventions in pursuit of team and Society objectives.
Date	21 June 2024

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Paralegal qualification or equivalent
Work experience	<ul style="list-style-type: none"> • Work experience in the legal sector or equivalent. 	<ul style="list-style-type: none"> • Experience in a customer facing role.
Knowledge & skills	<ul style="list-style-type: none"> • Computer skills – word and excel • Good written and verbal communication 	<ul style="list-style-type: none"> •
Competencies & values	<ul style="list-style-type: none"> • Ability to deal with difficult people with patience, understanding and sensitivity. • Ability to deal with confidential matters. • Ability to deal with sometimes highly pressurised and rapidly changing environments and priorities. 	<ul style="list-style-type: none"> •
Other	<ul style="list-style-type: none"> • Role will require the ability to travel anywhere in Scotland, often at short notice, and may involve some anti-social hours including overnight stays. • Occasional time ability to work effectively from home 	<ul style="list-style-type: none"> • Full driving licence, including insurance for business cover