

A man in a grey suit and white shirt stands in a modern office with large windows, gesturing with his right hand while speaking to a group of people seated around a table. A woman with blonde hair is visible on the right, looking towards the speaker. In the foreground, the back of a man's head and shoulders are visible as he sits at the table. On the table, there is a laptop, some papers, and a small potted plant.

Forward thinking
Straight talking

Post Completions Assistant

JOB SPECIFICATION

Gateley / LEGAL

POSITION:	Post Completions Assistant
LOCATION:	Belfast
CONTRACT TYPE:	Permanent

The *role*

We're looking for an experienced and proactive Post Completion Team Supervisor to lead our Real Estate post-completion team in Belfast. This is a pivotal role, ensuring every post-completion matter is handled accurately, efficiently, and in line with regulatory and client requirements. You'll be responsible for delivering exceptional service to clients and colleagues, driving operational improvements, and shaping the future growth of the team.

What you'll be doing:

- Leading and managing the post-completion team, covering registrations, SDLT returns, lender compliance, and all associated tasks following property transactions.
- Overseeing case allocation, managing workloads, and monitoring performance to ensure deadlines and service standards are consistently achieved.
- Developing and maintaining processes that improve efficiency, accuracy, and risk management across the team.
- Ensuring compliance with SRA and Law Society of Northern Ireland regulations, as well as lender and client requirements.
- Acting as the go-to person for complex post-completion queries and escalations.
- Working closely with partners, solicitors, and paralegals to deliver a seamless client experience across the Real Estate department.
- Providing training, mentoring, and regular performance reviews to support the professional development of your team.
- Monitoring KPIs and preparing regular reports for senior management on team performance, compliance, and financial metrics.
- Supporting firm-wide initiatives, including technology adoption, innovation, and continuous improvement projects.

The *team*

Our national Real Estate team has an outstanding reputation for its technical and commercial expertise across all disciplines, including commercial development, commercial investment, mixed-use development, landlord and tenant, retail and leisure, finance, real estate litigation, planning and environmental.

The Team also supports Gateley Legal's corporate, banking and restructuring teams who act for a wide variety of corporate clients and banks as well as national insolvency practices. It also works hand in glove with our non-legal property businesses; Gateley Capitus, Gateley Hamer and Gateley Vinden, which give us a unique market advantage with property investment and development clients.

The *person*

We are interested in speaking with candidates who are highly driven, organised and enthusiastic, have a keen interest in law, a thirst for learning; enjoy working in a team, able to manage their own workload, and who have an eye for detail.

Our desired candidate will have:

- A degree in law
- Ideally, some experience within property law
- An organised and methodical approach
- Excellent communication skills both written and verbal
- Strong attention to details
- Enthusiasm to learn and develop

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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