

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. The office has a bright, airy feel with natural light from the windows.

Forward thinking
Straight talking

Post Completions Assistant

JOB SPECIFICATION

Gateley / LEGAL

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

The *role*

We are looking for a bright, organised and proactive Post Completions Assistant to support our Real Estate post-completion work in Belfast. You will help to make sure every post-completion task is handled accurately, on time and in line with regulatory and client requirements. You will be mentored by the Post Completions Supervisor, who will support your learning, give you structured feedback and help you build strong technical foundations.

This is a great opportunity for someone who enjoys detail, takes pride in getting things right first time and wants to develop a career in property law within a supportive, high performing team.

What you will be doing

- Preparing and submitting post-completion applications, including HM Land Registry submissions in England and Wales and Land Registry services in Northern Ireland through LandWeb, as required by the transaction.
- Drafting and lodging SDLT returns for transactions where SDLT applies.
- Assisting with lender compliance, including panel requirements, discharge requests and dealing with lender portals.
- Managing standard post-completion workflows, checklists and key dates to keep matters moving from completion to registration and archiving.
- Monitoring and actioning requisitions, responding with accurate information within deadlines and escalating complex issues to the Post Completions Supervisor.
- Preparing and filing Companies House forms for property-related security where relevant, for example MR01.
- Conducting priority and bankruptcy searches, maintaining OS1 or OS2 priority and diarising expiry dates.
- Liaising clearly and courteously with clients, lenders, fee earners and third parties to gather information and keep everyone updated.
- Maintaining meticulous electronic records in our case management system, including deeds schedules and audit trails.
- Supporting billing and disbursement postings, raising purchase orders where needed and reconciling completion statements.
- Contributing to continuous improvement by following agreed processes, suggesting sensible refinements and adopting new technology confidently.
- Upholding compliance with SRA standards and Law Society of Northern Ireland guidance, as well as firm policies and client or lender requirements.

The *team*

Our national Real Estate team is known for technical excellence and commercial focus across commercial development, investment, mixed-use, landlord and tenant, retail and leisure, finance, real estate litigation, planning and environmental.

We also support Gateley Legal's corporate, banking and restructuring teams, acting for a wide variety of corporate clients, banks and national insolvency practices. Alongside our legal offering, we work hand in glove with our non-legal property businesses, Gateley Capitus, Gateley Hamer and Gateley Vinden, which gives us a unique market advantage with property investment and development clients.

The *person*

We are interested in people who are organised, curious and keen to learn, with a real eye for detail and a pride in delivering high quality work.

Candidates will be able to demonstrate the following attributes:

Essential:

- Strong attention to detail with a methodical, organised approach.
- Confident communication skills in writing and in person.
- Good numeracy and comfort working with forms, portals and data.
- Ability to manage a busy workload, meet deadlines and follow processes accurately.
- A collaborative mindset with a willingness to ask questions and learn from feedback.
- Proficiency with Microsoft 365 and an aptitude for learning case management systems.

Desirable:

- A degree in law or a legal studies qualification.
- Some experience in property, conveyancing or a legal support environment.
- Awareness of HM Land Registry or LandWeb processes, SDLT, lender requirements and Companies House filings.

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 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.



Gateley / LEGAL