

Job Vacancy: Office Manager

Job Title: Office Manager

Date: 20/05/2025

Location: Cambridge (Offices in Impington and Longstanton (Cambridgeshire)) (Some home working considered)

About Us:

Legacy Matters is a small, growing and dynamic Wills, Trusts, Estate Planning, Legacy Planning, LPA and Probate company. We are proud members of the Institute of Professional Will Writers, The Society of Will Writers, and the Society of Trust and Estate Practitioners, adhering to their strict compliance standards.

Legacy Matters has benefited from fantastic growth, and it has become a leading Will writing, Estate Planning and Probate company in and around the Cambridge Area. The aim of the business is to provide a fantastic service to our clients, and to exceed our clients' expectations, on a daily basis. Our future marketing strategy is based on excellent customer service and receiving referrals from our happy clients, so team members who value and can deliver good service are essential.

In the near future, we are looking to expand our team and our operations to more effectively deliver our services throughout the UK and internationally. The company growth offers opportunities for the right candidates to grow and develop within the company if this is something that is of interest.

The Role:

We are seeking an **Office Manager** to support our CEO and help oversee the smooth running of our physical office. The role primarily involves:

- Office administration tasks such as diary management, booking appointments, and maintaining office operations.
- Managing administrative processes for drafting and processing Wills, Lasting Powers of Attorney, Trusts, and Probate services.
- Proofreading and formatting documents to ensure accuracy and compliance.
- Assisting the CEO with day-to-day tasks, ensuring seamless workflow.
- Managing the wider team of office administrators.
- Liaising with Clients and Potential clients at various stages of the professional process.

What We're Looking For:

- **Essential Qualifications:**
 - GCSEs in core subjects (essential).
 - Excellent word processing, proofreading, and spreadsheet skills.
 - Attention to detail and organizational skills.
 - A positive can-do attitude.
 - A strong work ethic, ability and willingness to learn
 - Full Driver's License
- **Preferred Qualifications and Experience:**
 - Degree-educated candidates preferred but not essential.
 - Experience in customer service, office administration, or office management.
 - Tech-savviness is a plus, as we leverage modern tools to streamline operations.
 - A patient, empathetic approach, especially when interacting with elderly or vulnerable clients.
 - A clean smart professional appearance is essential particularly when dealing directly with clients.

What We Offer:

- **Working Hours:** Part-time or Full time, between 5 and 35 hours a week, Monday to Friday, 8:00 am - 5:00 pm.
- **Salary:** £15/hour or £27,300 annually (pro rata). (negotiable)
- **Private Healthcare:** (after probationary period)
- **Company Bonus Scheme:** TBC
- Full training provided for the office manager and administrative services. There is also the opportunity to train as a fully qualified Will Writer and Estate and Probate Practitioner.

Location of Role:

The Office manager will be required to work from the Legacy Matters offices for at least 5 hours per week, and more during busy periods. Working from home or other locations is possible. Although much of the work can be dealt with remotely, there is a need to deal with physical paperwork in an accurate and timely manner, which requires regular time in the office.

How to Apply:

If this sounds like the perfect role for you, please send a letter detailing your interest and relevant experience along with your CV to Office@LegacyMatters.co.uk.

For any questions, feel free to call us at 01223 867373.

Join Us:

Become a part of a growing company that values professionalism, integrity, and exceptional

client service, whilst delivering the best possible service to our customers, as well as saving their families a lot of money and stress in the process.