



## **THE FACULTY OFFICE**

### **Additional Notarial Inspectors**

The Faculty Office is currently seeking to appoint additional members to join its panel of Inspectors to:

- Ensure a sufficiently wide geographical spread
- Reflect its diverse membership base
- Increase expertise in conveyancing and probate, and
- Ensure succession planning

#### **Inspector's responsibilities and role**

- Inspecting files, ledgers, websites and the notary's protocol
- Reviewing Risk and matter risk assessments
- Inspecting conveyancing files
- Identifying non-compliance with rules and best practice
- Providing guidance to notaries
- Preparing a report of their findings
- Planning and prioritising own work
- Conducting visits in a professional and sensitive manner

#### **Competencies**

Candidates will be able to demonstrate:

- A sound knowledge of notarial law and practice (including data protection, the accounts rules and anti-money laundering)
- Existing practice as a notary and have held a practising certificate continuously for not less than 10 years
- In-depth understanding of the quality standards that apply to notaries
- Hold an exemplary disciplinary record and inspire a high degree of trust and confidence
- Ability to communicate effectively and courteously
- Experience of conducting file reviews including client account ledgers
- Insight and commitment to equality, diversity and inclusion

## **Equal Opportunities and Diversity**

The Faculty Office welcomes applications from all sections of the community and from people with a variety of different backgrounds and experience. Interviews are guaranteed for all disabled applicants who meet the minimum criteria for this role.

## **Remuneration**

The Faculty Office pays Inspectors a fixed fee per completed inspection which currently stands at £700 plus reasonable expenses.

## **How to apply**

To apply for this role, please submit your CV and covering letter to the Registrar at [Faculty.Office@1thesanctuary.com](mailto:Faculty.Office@1thesanctuary.com). Please make sure that your CV and covering letter clearly demonstrate how you meet the requirements of the role. Our deadline for applications is **31 October 2023**

Interviews are most likely to take place remotely via an online communication platform. Our team will discuss arrangements in due course if you are to be shortlisted. The Faculty Office would be pleased to speak to interested applicants to address any questions that they might have about the role.