



THE FACULTY OFFICE

Prosecutors

The Faculty Office is currently seeking to appoint prosecutors (formerly called “nominated notaries”) to join its panel to prosecute complaints of serious misconduct by notaries.

The prosecutors responsibilities and role:

- Reviewing the draft report made by the investigator into the misconduct
- Advising the investigator that the charges are appropriately drafted
- Agree witness statement with the respondent if appropriate
- Ensure that witness statement from any client or expert are available for the Court
- Produce a skeleton argument based upon the investigator’s report
- Place before the Court fairly and impartially all the facts on which the complaint is based and ensure that all relevant evidence is either presented by them or made available to the notary
- Carry out all advocacy in the Court with a view to prosecuting the case
- Make submissions on penalty
- Act independently of the Faculty Office
- Planning and prioritising own work
- Adherence to the “overriding objective” which is to enable the Court to deal with cases justly and at proportionate cost

Competencies

Candidates will be able to demonstrate:

- Experience of advocacy
- Experience of work with professional fitness to practise tribunals would be helpful, but not essential
- An excellent written and oral ability to marital arguments and information
- Hold an exemplary professional record and inspire a high degree of trust and confidence
- Ability to communicate effectively and courteously
- Qualification as a barrister, or solicitor advocate, preferred but not essential
- Unblemished criminal record check or evidence of genuine rehabilitation

About the Faculty Office and notaries

The Faculty Office on behalf of the Master of the Faculties appoints and regulates

notaries in England and Wales. The rules governing complaints (effective from 28 April 2026) against notaries are the [Notaries \(Conduct and Discipline\) Rules 2026](#).

Notaries are the oldest profession of lawyer in England and Wales. “Notary” or “notary public” is a protected title and only those qualified and registered can call themselves notaries. Scrivener notaries are notaries with additional qualifications and who have expertise in at least two foreign languages. The principal role of a notary in England and Wales is to “attest the authenticity” of deeds and other legal documents for use abroad.

Notaries have to follow the Notaries Practice Rules 2019 and other rules and regulations. The implications of these rules and how best to follow them is set out in the Code of Practice but the fundamental principles are:

- Integrity
- Independence and impartiality
- A prompt and proper standard of services
- Ensuring the public can trust in the “office” (title) of notary
- Proper governance and sound financial and risk management principles
- Respect for equal opportunity and diversity

Each year there are a small number of complaints that require formal prosecution. In 2025 a couple of cases were heard by a Tribunal.

The Tribunal judges are the Commissary (who is a Senior Circuit Judge at London's Central Criminal Court) or his Deputy, one lay assessor and one notary assessor. Hearings are held at the offices of the Faculty Office in Westminster.

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.

Remuneration

This is not a salaried role. Prosecutors will not be employed by the Faculty Office. Instead, the prosecutor will be entitled to a fixed fee. For the draft table of fees (awaiting approval) see [here](#).

Training and induction

Initial training and induction will be provided.

How to apply

To apply for this role, please submit your CV and covering letter to the Registrar at 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 **30 April 2026**.

The Faculty Office would be pleased to speak to interested applicants to address any questions that they might have about the role.