

SENIOR PRIVATE CLIENT LAWYER

JOB DESCRIPTION

Name	Candidate
Department	Private Client
Responsible to	Head of Department
Date	
Role	<ul style="list-style-type: none">• To undertake fee-earning work in the firm's Private Client department based at Frome and provide a profitable contribution to the work of the department by achieving the annual fee income target agreed with the firm• To ensure the successful development of the firm in line with the departmental business plan
Main Duties	<ul style="list-style-type: none">• Conduct matters in the following areas on behalf of clients in a timely and cost effective manner;<ul style="list-style-type: none">• Administration of estates• Management of trusts• Tax Planning• Administration of receiverships• General private client work• To use the correct office procedures and systems as set out in the firm's office manual• Participation in the firm's marketing activities where appropriate• Maximisation of the firm's potential to cross-sell legal services by identifying appropriate opportunities• Maintain training and knowledge levels through attendance at training events, both in-house and external• Provision of assistance to the private client partners as appropriate

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PERSON SPECIFICATION

Name	Candidate
Date	
Required/ Desired Competencies	<ul style="list-style-type: none">• A good working knowledge of word processing, typing, and audio typing• At least two to five years' experience of private client work, particularly administration of estates, trusts and tax planning• The ability to carry out the usual administrative support required such as filing and archiving• A broad working knowledge and command of IT services• A good telephone manner and the ability to deal with client enquiries effectively and efficiently.• The ability to encourage and work in a team environment• Good verbal and written communications skills to liaise with staff and key contacts at all levels• Good working knowledge of the business of the practice across all areas• Influencing and negotiation skills – the possession of sound interpersonal skills and strategies• The ability to assess and analyse information quickly and apply conclusions in order to solve problems• Self-motivation skills with the ability to handle multiple work strands simultaneously• Sound organisation and prioritisation skills• Sound decision-making skills