



Available vacancy: Family Solicitor

Term: Full – Time

Beckenham Office

We are:

A leading law firm in Bromley, on the South London/Kent border. Established in 1889, we've come a long way and today we are a modern, progressive firm in a state of continual growth.

With teams specialising in the major areas of law we have a loyal client base which is ever growing.

We understand the importance of our people; the practice has been accredited by Investors in People since 2005, which is recognised across the world as a mark of excellence in 'putting people first'. The practice also ranks as a Legal 500 firm, is listed in the reputable Chambers Guides, is Lexcel accredited and a member of the Law Society's Conveyancing Quality Scheme and Wills & Inheritance Quality Scheme. To top all of that, we have also received accreditation for our staff engagement levels with a place in the Best Companies 'Ones to Watch' list.

You are :

Efficient, confident and an excellent communicator who is able to clearly and concisely advise clients, as well as communicate with your colleagues to share ideas and progress cases.

Your great communication skills are also very helpful when it comes to networking externally and working with your colleagues internally in order to play your part in growing the department.

You like to work with your colleagues to get the best outcome for your clients and you understand the importance of excellent client care, with a desire and the clear ability to manage and meet client expectations.

To undertake responsibility for fee-earning work in the family department and to provide a profitable contribution to the firm within Company procedures and guidelines, meeting or exceeding company standards and client expectations.

At Judge & Priestley we pride ourselves on being expert, professional and friendly and we have high expectations that you pride yourself on the same.

You have:

- 2-3 years PQE in the provision of expert family advice and Litigation with a particular focus on private children work.
- Confident communicator with good relationship building skills.
- Ability to quickly build strong, productive relationships with clients and colleagues
- Able to work independently.
- A member of resolution.
- Self-motivated.
- Knowledge of Excel and Word.
- Must have a flexible attitude to work and time.
- Ability to prioritise caseload and re-schedule as required to meet deadlines.

KEY TASK AREAS

- To run your own busy family cases, both litigated and non-litigated, providing clients with an effective and professional service, communicating effectively in keeping with company client care standards and delivering accurate legal advice.
- To deal with both finance and private children matters.
- To be pro-active in your case management and creative with problem-solving, considering the best interests of the client and ensuring your cases are kept under continuous review and progressed appropriately.
- To exercise professional judgement as to when to seek guidance, when to research solutions to problems using professional resources or when to do both.
- To achieve or exceed your individual billing and time recording targets.
- To maintain financial control of own ledgers with particular regard to cash flow control through collection of monies on account and billing procedures.
- To participate in marketing and networking activities whether on a firm-wide, departmental or office basis in order to assist in the growth of the family department.
- To promote the firm and the family department by becoming involved with local groups and societies and carrying out independent networking and business development activities.
- To ensure the confidentiality of the firm's and client's documentation and information.
- To adhere to company standards, policies and procedures at all times.
- To contribute positively to departmental and firm-wide activities.
- To undertake relevant training as required.
- To comply with the Solicitors Regulation Authority Code of Conduct at all times.
- To assist in the implementation of the firm case management system.
- To ensure the confidentiality of the firm's and client's documentation and information.
- To carry out any other duties that are within your skills and abilities whenever reasonably instructed.



If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.

Please email CV to recruitment@judge-priestley.co.uk to apply or for further information.