



Available vacancy: Private Client Solicitor

Term: Full - Time

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 :

Professional and friendly with the ability to quickly build strong, productive relationships with clients and colleagues.

Aiming to be an expert in your field in the technical sense and are very knowledgeable in probate matters but also enjoy networking and attending business development events.

Able to explain matters in simple terms and treat your clients with compassion.

You have:

- 2 to 10+ years post-qualification experience.
- Solid private client experience preferably gained in a Legal 500 ranked firm.
- Experience of delivering excellent customer care in a legal environment
- Qualified to practice in England & Wales
- Fully qualified as a STEP member (preferable but not essential)

You will:

Ensure that clients are provided with an expert, professional and friendly service on wills, trust, probate and power of attorney matters, court of protection and general elderly client services.

To meet or exceed company standards and client expectations.

Work in a friendly and supportive team with a manager who takes a real interest in your development and fosters a supportive and ambitious working environment.

KEY TASK AREAS

- a) To provide clients with accurate, appropriate and up-to-date legal advice
- b) To establish and maintain excellent relationships with clients
- c) To undertake all related administrative tasks in accordance with company procedures, including
 - Responding promptly to all enquiries from new and existing clients, fully completing client opening details on the relevant system
 - Ensuring that clients receive required information in a timely manner
 - Ensuring that all files contain the appropriate documentation relevant to the case
 - Ensuring that all client data held on the case management system is accurate and up to date
 - Closing matters in an efficient and timely manner, including following up all cases with client satisfaction questionnaires
- d) To communicate effectively with clients and colleagues in a clear and accessible manner
- e) To achieve billing and time recording targets
- f) To undertake out of office appointments and home visits as requested
- g) To maintain financial control of own ledger with particular regard to cash flow control through collection of monies on account and billing procedures
- h) To manage own workload effectively
- i) To ensure the confidentiality of the firm's and client's documentation and information
- j) To participate in marketing and networking activities whether on a firm-wide, departmental or office basis
- k) To adhere to company standards, policies and procedures at all times
- l) To contribute positively to departmental and firm-wide activities
- m) To undertake relevant training as required
- n) To comply with the Solicitors Regulation Authority Code of Conduct at all times

Skills and Abilities

- Ability to quickly build strong, productive relationships with clients and colleagues
- Ability to work independently
- Self-motivated
- Excellent case management skills including ability to prioritise caseload and re-schedule as required to meet deadlines
- Excellent problem solving ability
- Ability to represent the firm in a professional and positive manner at networking and other events
- Must be organised, methodical and accurate

- Ability to work under pressure and to deadlines
- Ability to work without close supervision
- Familiar with time recording
- Proven record of meeting KPIs and financial targets
- Ability to work effectively as part of a team
- IT literate including good working knowledge of Microsoft Office Applications
- Ability to think ahead and use initiative
- Ability to communicate courteously in a clear and concise manner with both clients and colleagues
- A polite, friendly and confident telephone manner
- Excellent time management skills
- Conscientious and common sense approach to work
- High levels of accuracy and good attention to detail

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.