

Wills and Probate / Private Client Fee Earner

Department – Wills and Probate

Salary - Competitive commensurate with experience plus discretionary bonus and other benefits

Location – Ellis-Fermor and Negus, 5 Market Place, Ripley, Derbyshire, DE5 3BS

JOB DESCRIPTION

Job Purpose

- To advise on a range of private client matters including wills, probate, Court of Protection cases and LPAs,
- To undertake research, prepare documents and correspondence, interview clients, visit properties, negotiate on behalf of clients and meet billing targets
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

Main Duties

- 1 To manage a varied caseload of private client matters including:
 - a) Wills
 - b) Probate
 - c) Lasting Powers of Attorney
 - d) Court of Protection cases
- 2 To take a proactive approach in building professional relationships with clients and other contacts
- 3 To maintain and promote the good image and reputation of the firm
- 4 To assist colleagues, Directors and Heads of Department with marketing and training events and initiatives
- 5 To manage and supervise junior staff and support staff as required including assisting with recruitment, training etc
- 6 To use the case management software and our billing and other financial processes effectively

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post.

- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus
- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience	5-10 years PQE in Private Client Matters as a Solicitor or Legal Executive
	Experience of working on own initiative and as part of a team
	Experience of establishing and building professional relationships with clients and other contacts
	Experience of managing own workload, meeting deadlines and prioritising appropriately
	Proven record of meeting billing targets
Skills and Abilities	Excellent written and verbal communication skills
	A methodical and detailed approach with a high level of accuracy
	Excellent IT skills
	An empathetic and caring approach
	Self-motivated, proactive and forward thinking
Other	Qualified Solicitor or Legal Executive
	Good understanding of Anti Money Laundering responsibilities and GDPR requirements
	Sympathetic to our ethos and heritage
	Satisfactory DBS, Credit Check, references and ID Check

Line Manager – Head of Department / Head of Cluster