

## Private Client Lawyer (Solicitor/FCILEx) – NQ- 2 years PQE Job Description

### Overall Purpose:

To undertake work in the Probate, Wills and Trusts Department, providing quality advice to clients and supporting colleagues and the ongoing development of the department and firm overall.

**Reporting to:** Department Head

**Location:** Leicestershire (travel required)

### Main Duties to Include:

1. Responsible for providing high quality, timely, professional advice on Wills, Probate and Estate administration, Inheritance Planning, Lasting Powers of Attorney, Court of Protection Work, and Trusts.
2. Responsible for preparing and drafting documents such as Wills and LPAs, addressing all areas of Probate matters, dealing with a mixed caseload and advising the elderly.
3. Responsible for dealing with client enquiries via email, telephone and in person, taking instructions and advising.
4. Attending clients at other Lawson-West offices, hospitals, care homes and client homes when necessary
5. Responsible for assisting other fee earners and department members on their files where required
6. Responsible for actively proposing and participating in agreed marketing initiatives
7. To meet or exceed targets set including those for billing, time recording and workload and generally conducting files efficiently whilst maintaining the confidentiality of all the Firm's and clients documents and information at all times.
8. To undertake other duties which may from time to time be allocated by your Line Manager

### Job Features

**Decision making:** to conduct the day-to-day activities consistent with the aims agreed with the Department Head and consistent with the Firm's Vision / Mission statements and core values

#### Internal / External Relationships:

Internally- to help maintain sound business relationships with all colleagues and promote business growth through networking and events

Externally- to ensure the highest level of client care, consistent with the Client Charter of the Firm, and consistent with its core values

**Problem Solving-** to participate in the development of improved operating practices consistent with the Firm's practice of continuous improvement

**Financial Management** - to achieve agreed operating targets as agreed with the Department Head

**Marketing-** to be an active member of the team, helping to generate and promote marketing initiatives, in co-operation with the Department Head and the Firm's Marketing Manager.