Job Description

Job Title:	Private Client Lawyer
Team:	Private Client
Reporting to:	Head of Department
Salary:	Commensurate with Experience

Laceys well-established and trusted Private Client team is recognised in the Legal 500 for our expertise in Personal Tax, Trusts and Probate. We provide clear, sound advice to individual clients and families in relation to a range of complex affairs.

The Private Client team collaborates closely with our other specialist teams, including Property, if client matters require these services to achieve their end goal.

The Role:

An experienced member of the team, advising on all types of private client law. This includes:

- Provision of legal advice and assistance to Laceys' existing clients, whilst developing your own client base

- Ability to manage cases at a level of complexity appropriate to your level and experience and giving guidance to others in the team as appropriate

- A fee earning role, representing clients in a broad and varied range of matters, for example:

    - Drafting and executing all types of wills
    - Probate matters including administration of complex estates
    - Advising clients on tax and lifetime planning
    - Creation and administration of trusts
    - Drafting and registering Lasting Powers of Attorney and assisting with the registration of Enduring Powers of Attorney

- Where litigation can be avoided, offering practical solutions to defuse conflict and advise on resolution of matters by negotiation, mediation or other alternative dispute resolution

- Providing outstanding client care at all times and maintaining Laceys' highly professional approach

- Advising clients with integrity and reporting any concerns to the Head of Department

- Carrying out marketing, networking and other business development activities

- Managing cases and files to a high standard and in accordance with SRA requirements, the Law Society protocol, Laceys' procedures and the LEXCEL quality mark requirements.

The Person

Qualifications:
- A qualified Solicitor or Chartered Legal Executive
- STEP accreditation would be an advantage

Knowledge:
- Excellent understanding of private client law
- First class technical skills encompassing all aspects of wills, tax and probate work
- Undertakes legal research and stays abreast of changes in the law and guidance
- Takes responsibility for personal and professional development and ensures compliance with any compulsory professional education requirements
- Up to date understanding and commitment to risk management and compliance

Skills:
- Resilient and well-organised – an ability to manage your own caseload and to identify and prioritise when urgent action is required in support of a case
- Well organised, methodical and able to manage and prioritise a full and varied caseload with minimal supervision
- Exceptional relationship and client care skills, with the ability to identify problems, recommend solutions and work on your own initiative
- Ability to think clearly and logically and communicate clearly orally and in writing
- A strong team player who supports colleagues and the work of the team
- Drafting and research skills, appropriate to your level of experience
- Effective use of IT with experience of using case management systems
- Ability to promote the team and contribute to business development generally.

Experience:
- A minimum of 2-3 years' PQE gained within a reputable Private Client department
- A strong grounding in all aspects of private client work with relevant experience of advising on a wide range of matters at a level of complexity commensurate with your experience
- Experience with applications to the Court of Protection e.g. statutory wills, would be beneficial
- Experience of supervising junior members of the team is desirable