

Private Client Lawyer

Role	Lawyer
Location	Coventry and Warwickshire
Contract	Permanent Full Time
Salary	Competitive + Benefits

Purpose

We have an exciting opportunity for a Private Client Lawyer to join our growing and busy department. You will be managing a full caseload of wills, probate and estate management administration matters. This is an exciting opportunity for a motivated and client-focused solicitor/legal executive to play a key role in providing expert legal services within a friendly and supportive team environment.

With over 120 years of experience in legal practice and Legal 500 accredited, Mander Hadley is one of the most well-established firms of Solicitors in Coventry and Warwickshire, having a distinguished reputation for providing high quality, professional yet friendly advice and support across a full range of legal services for individuals and businesses.

Responsibilities

- Managing a caseload of wills, probate and estate management administration. Dealing with and advising and assisting clients on all aspects of Wills, Probate, Court of Protection Deputyships, Powers of Attorney and Private Trusts/ Settlements, including wherever appropriate income and capital taxation, tax planning and long term care planning.
- Handling cases from initial instruction through to completion, ensuring the highest standards of service throughout.
- Providing clear, concise, and responsive legal advice to clients.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA and Lexcel.
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Understand the firm's marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business

Requirements

- Ideally a qualified lawyer – Solicitor/Legal Executive.
- At least 3 years of experience working in a busy private client department.
- Strong legal knowledge and understanding of the wills and probate process.
- Someone that can hit the ground running and manage a caseload.
- Experience of using a case management system and time recording.
- IT knowledge and skills.
- Knowledge of Lexcel, SRA Standards & Regulations, Money Laundering Regulations.
Integrity and discretion