

Wills and Probate Executive

Role	Wills and Probate Executive
Location	Kenilworth
Contract	Full Time Permanent
Salary	Competitive plus benefits

Purpose

We have an exciting opportunity for a Wills and Probate Executive to join our growing and busy Private Client department. You will be tasked with managing a full caseload of Wills, Probate and administrative matters. This is an exciting opportunity for a motivated and experienced executive to play a key role in our private client team of expert legal personnel within a friendly and supportive team environment.

Responsibilities

- Will writing and preparing LPAs
- Advising Clients regarding their Wills and Tax generally
- Advising Clients regarding their LPAs
- Setting up new accounts
- Dealing with Client enquiries, personally and by telephone
- Handling and processing securities and deeds.
- Dealing with Probates having relevant knowledge of income, inheritance tax and capital taxation.

Requirements/Experience

- Between 2 and 4 years PQE
- Experience and knowledge of non-contentious matters
- Ability to deal with Clients efficiently and in a sympathetic and professional manner
- Knowledge of law and practice

Benefits

- 23 days holiday with 1 day off for your birthday as an additional day
- Holiday increase with each year of service
- 2 days discretionary holiday over Christmas period
- Long service awards
- Pension
- Dress down on the last working day of the month
- Free/subsidized legal fees
- Training funding support/professional development
- Company sick pay
- Cycle to work scheme
- Eyecare vouchers
- Flu jab voucher
- Refer a friend scheme