

**Private Client Lawyer/Solicitor**  
**Job Description and Person Specification**

Based at the firm's Trowbridge office.		Salary Guide £ Competitive, Depending on Experience
The successful candidates is required to have a minimum of 5 years PQE. This position reports directly to the Private Client Head of Department. The job holder is responsible for the quality of his/her own work.		
Requirement	Essential or Desirable	How Assessed
<b>Knowledge required:</b> <ul style="list-style-type: none"> <li>• Experience of working within a law practice</li> <li>• Excellent experience of Will Drafting, Probate and Administration of Estates</li> <li>• Experienced in Inheritance Tax Planning and Trusts Drafting and Administration</li> <li>• In-depth knowledge of elderly client issues, LPA's, Nursing Home funding and deputyships</li> <li>• Ideally STEP qualified or working towards full membership</li> </ul>	Essential Essential Essential Essential Desirable	Via application and interview
<b>Principal Responsibilities:</b> <ul style="list-style-type: none"> <li>• To take on an existing case load of Private Client work</li> <li>• To grow and develop Private Client work</li> <li>• Networking locally</li> <li>• To carry out any other duties within the employee's skills and abilities whenever reasonably instructed</li> <li>• Daily involvement with supporting and mentoring junior members of the department</li> <li>• Developing close working relationships with other departments such as Commercial in order to grow new business and cross sell</li> </ul>	Essential Essential Essential Essential Desirable Desirable	Via application and interview
<b>Key Working Relationships:</b> Internal <ul style="list-style-type: none"> <li>• Private Client Head of Department</li> <li>• Department employees</li> <li>• Local office employees</li> <li>• Partner in Charge of office</li> <li>• Other firm employees</li> </ul> External <ul style="list-style-type: none"> <li>• Clients and Visitors</li> <li>• Professional organisations (IFAs, accountants etc)</li> </ul>	Essential Essential Essential Essential Essential Essential Essential	Via application and interview
<b>Person Specification :</b> <ul style="list-style-type: none"> <li>• 5 years+ PQE</li> <li>• Excellent literacy skills</li> <li>• Excellent communication and people skills</li> <li>• Flexibility</li> <li>• Attention to detail</li> <li>• Excellent professional manner and presentable at all times</li> <li>• Good time-keeping</li> <li>• Excellent telephone manner</li> <li>• Good IT skills</li> <li>• Excellent organisational skills</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential Essential	Via interview
<b>Please note:</b> The role requires extensive travel within Wiltshire and between the firm's seven offices, therefore it is essential the applicant posses their own transport. Mileage will be payable at £0.45p per mile over and above the successful applicant's normal journey to and from work.		