

**JOB DESCRIPTION – SOLICITOR (WILLS AND PROBATE)**

**Role:**

- To undertake private client work including wills, powers of attorney, probate and estate administration
- To uphold exceptional standards of quality and client care

**Key Activities & Responsibilities:**

**Client Care & File Management**

- Advise, assist and represent clients, maintaining an exceptionally high standard of client care at all times
- Balance the demands of your clients/caseload and non-casework responsibilities, ensuring you meet any deadlines set
- Promote and adhere to all file and case management policies and procedures
- To carry out and take responsibility for more complex or high value work

**Financial**

- Meet annual billing and performance targets (which will be calculated in consultation with you)
- Accurately record all time, chargeable and non-chargeable
- Ensure that the billing of files is carried out efficiently and at the earliest opportunity

**People Management & Teamwork**

- Work as a team player with other fee earners and support staff
- To delegate to, assist, and work appropriately and considerately with other fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required

**Competence & Development**

- Maintain knowledge and skills in relevant practice area(s) keeping up to date with relevant legislation and case law
- Ensure continuing competence through identifying and addressing any learning needs
- To participate in and engage with supervision in respect of your caseload
- Maintain a good knowledge and understanding of IT systems with a proactive and supportive approach to the introduction of new systems
- To achieve and maintain any relevant accreditations, Law Society panel membership and other appropriate membership

**Business Development/Marketing**

- To contribute to marketing/business development for the firm including identifying and facilitating internal cross selling opportunities and carrying out business development activities e.g. networking, blog writing

**Compliance**

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies including the Legal Aid Agency
- To immediately advise the Partners of any investigation or disciplinary action by the SRA or LeO or any restrictions on your Practising Certificate.
- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

The duties and responsibilities in this job description are not exhaustive and are subject to change in accordance with the needs of the firm.