Girlings
SOLICITORS

JOB DESCRIPTION

JOB TITLE:	**SOLICITOR (5+ PQE)**
DEPARTMENT:	**PRIVATE CLIENT**
OFFICE BASE:	**CANTERBURY**
REPORTING TO:	**PARTNER/HEAD OF DEPARTMENT**

KEY JOB RESPONSIBILITIES/DUTIES:

- Handling Wills, LPA's and Inheritance Tax planning;
- Assisting with complex estates involving both domestic and overseas property and tax issues;
- Assisting with Court of Protection work;
- Assisting with Trusts and agricultural estates;
- Administering straightforward probate matters, or referring to Partner as appropriate;
- Play an active role in the successful development of the practice by networking and participating in marketing events;
- To attend clients in the office or by visit to hospital, home or other place of residence or over the telephone in order to draft Wills in accordance with their wishes;
- Compliance with the Firm's routine time recording, accounts and administrative disciplines;
- Attending Departmental meetings and appropriate training courses in order to maintain knowledge and skills;
- Supervision and development of less experienced fee earners and trainees.

GENERAL OBJECTIVES:

- To agree clear objectives linked to the Firm's business plan and participate in the performance management system, assessing performance and giving feedback as relevant;
- To have a personal development plan and evaluate the effect of training on achievement;
- To clearly identify the standards and systems required to continually improve our customer service;
- To comply with all the Firm's relevant policies and procedures;
- To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously.

PERSON SPECIFICATION:

- The ideal candidate will have 5+ years of Post Qualified Experience in the Private Client field, although applicants of all experience levels will be considered.

June 2024

Signed ………………………………… Date…………………………………………

The duties and responsibilities set out in this job description are for illustrative purposes only and are not exhaustive.