THACKRAY WILLIAMS
JOB DESCRIPTION

Position: Private Client Solicitor/Associate Solicitor
Location: Bromley with West Wickham cover if needed
Reports to: Head of Private Client

Thackray Williams' well respected Private Client team makes up the firm's largest department, rated in Chambers High Net Worth Guide and the Legal 500 and led by Chambers 'Leading Individual' Elliot Lewis. The team's work spans a wide range of private client topics, from capital tax planning for high net worth individuals, the preparation of Wills both complex and otherwise, estate administration, trust creation and administration, Court of Protection work and powers of attorney.

The focus of the Private Client department is on the building and maintenance of long-term relationships with clients; responsive, personal service; accessibility and the development of technical excellence.

Required qualifications, skills, knowledge and experience

- Qualified Solicitor or Legal Executive with 4+ years PQE or equivalent.
- Proven experience and knowledge in the preparation of Wills, Tax Planning, Probate, Trusts, Lasting Powers of Attorney and elderly client matters.

Role

- Undertake fee earning to high standards of accuracy and efficiency
- Able to work with a full caseload in a busy office under supervision
- Assist in the development and marketing of the firm and particularly the Bromley office and its private Client offering in line with business and departmental plans
- To provide a profitable contribution and add value to the work of the department
- To provide cover for our West Wickham office as and when needed to help support the private Client team there

Responsibilities

- Progress instructions in accordance with established procedures of both good practice and the firm's quality system and risk management processes
- Assist in marketing activities and maintain appropriate professional relationships with referrers and clients

- Work in a cross-disciplinary way with other departments within the firm and on a cross-referral basis (promoting the services of teams from across the firm whenever the opportunity arises)
- Introduce new clients to the firm
- Identify and attend appropriate networking opportunities
- Effect financial controls for matters under supervision in conjunction with the Head of Department, complying with the SRA accounts rules
- Play an active role within the team and support other team members during busy times
- Take responsibility for delegated work, ask for guidance in respect of matters that are unclear and report errors which need to be resolved
- Involve support staff in an effective way
- Adopt knowledge-sharing behaviours at team, departmental and firm level
- Comply with the requirements of the SRA's Continuing Competence Statement and identify specific training needs
- Attend appropriate informal and formal training
- Promote the firm's core values and branding

Personal Specifications

- 4+ years PQE
- Must have experience of the areas of private client law noted above
- Excellent written and oral communication skills
- High quality educational and technical background but with a wish to further develop and improve their knowledge and skills
- Self-motivated, self-confident and able to work with minimum supervision
- Able to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with a collegial and collaborative approach
- Able to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm
- Must be able to evidence that they meet or exceed our Core Competencies for Fee Earners which will be provided to candidates if they are successfully selected for interview.

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change

- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;

- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.