



### **Private Client Lawyer: Life Team**

We are looking for an exceptional lawyer to join our busy and friendly team, initially as maternity cover but with potential to extend. This is a full-time post for someone with at least 2 years' PQE. However, we would consider a part-time post for the right candidate.

Our Legal 500 and Chambers ranked private client team covers the full range of private client matters, including Wills, Inheritance tax planning, Trusts, Probate, Powers of Attorney and Elderly Client matters. We are looking for someone to work across the range of matters covered by the Life Team. We have a fabulous client base and this is a fantastic opportunity to develop your skills. The team is well regarded and the successful candidate would be expected to contribute to business development and be pro-active in participating in marketing initiatives.

*No agencies – thank you*

### **Principal responsibilities:**

- Be responsible for a broad range of private client matters including Wills, Powers of Attorney, Trusts, estate planning, estate administration and assisting senior solicitors on more complex estate administration, deputyship and trust cases;
- You will handle your own case-load, liaising with and assisting more senior lawyers as appropriate;
- Deliver legal services of outstanding quality that are focused on the client's needs with a quick and accurate turnaround of legal documents;
- See clients unsupervised (after initial training), advise them and draft relevant documents;
- Attend meetings with clients to oversee execution of documents;
- Provide pro-active support to senior solicitors on more complex cases;
- Carry out and manage Will reviews;
- Undertake any other reasonable duties as required by senior lawyers/Team Leader.

### **Person Specification:**

#### **Knowledge and experience**

- Previous private client experience is essential;
- High level of IT skills are essential as the candidate will be expected to produce some of their own documents and use a case management system;
- Full STEP membership, or willingness to undertake study to achieve this, would be an advantage;

- Full membership of Solicitors for the Elderly, or willingness to undertake study to achieve this, would be an advantage;
- You will be working to benchmarked service levels.

#### **Skills and qualities**

- Excellent interpersonal and communication skills;
- Demonstrate care and empathy towards clients;
- Organised and methodical;
- Team player, with willingness to assist senior lawyers to help deliver a joint outcome;
- Highly organised with the ability to work to deadlines and to prioritise conflicting objectives;
- Able to deal appropriately with confidential information;
- Computer literate, with good research skills;
- Accurate, with good attention to detail;
- Excellent numeracy.

#### **Company Description**

Berwins is one of the leading law firms in Harrogate and in the North Yorkshire area - details at [www.berwin.co.uk](http://www.berwin.co.uk); we are repeatedly ranked for the quality of our work in directories such as Legal 500 and Chambers and Partners. Our core values are passion, care, ownership, teamwork and accessibility - and to make sure we're not just talking the talk we have our files audited against our benchmarks. We use the phrase which a client gave to us - no ordinary lawyers - as an aspiration against which to measure what we are achieving.

Berwins offer a range of benefits including flexi time, company pension scheme, 25 days annual leave plus Bank Holidays, death in service benefit, health insurance, cycle to work scheme, childcare vouchers and on-site parking on paid and rota basis.

To apply please send your CV to [DrewFoster@Berwin.co.uk](mailto:DrewFoster@Berwin.co.uk)

*Berwins welcomes applications from suitably qualified people regardless of age, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit*