



WATSON ESAM  
Solicitors

## PRIVATE CLIENT SOLICITOR

### JOB DESCRIPTION

Accountability: Partners.

Main Purpose: Deliver private client legal services to include - but not exclusively - wills, trust administration, probate, inheritance tax planning advice and tax compliance, maintaining high standards of accuracy and efficiency, making a profitable contribution to the department and the firm.

Assist in the development of the firm in line with the contents of the business plan.

Key Tasks: Managing a case load of private client matters from initial instruction to completion stage, efficiently and effectively.

Drafting wills, including complex, tax efficient and sophisticated wills.

Setting up and administering trusts and elderly client work, including discretionary and flexible life interest trusts and powers of attorney.

Handling court of protection work.

Advising on inheritance and capital gains tax issues and taxation planning.

Effect financial controls for own matters in conjunction with the Partners.

Process instructions in accordance with established procedures of good practice and as laid down in the office manual, complying with the firm's policies at all times.

Comply with Solicitor's Accounts Rules and the Rules on the Professional Conduct of Solicitors.

Supervise the work of staff (where appropriate).

Meet agreed targets.

Maintain skills and knowledge and comply with training requirements of professional bodies, ensuring that any such training meets the business objectives of the firm.

Any other duties reasonably required by the Partners.

Person	Minimum 3 - 5 years experience
Specification:	<p>Technically able with a sound and current knowledge of Wills, trusts, probate and taxation issues and a thorough understanding of LPAs.</p> <p>Able to think creatively in order to maintain and develop a diverse caseload and keep ahead of the competition.</p> <p>First class communication and client handling skills and a commitment to retain and build a diverse client base.</p> <p>Pro active with a robust personality and the experience, enthusiasm and energy to inspire confidence in clients and other staff in the department.</p> <p>Good marketing skills and comfortable with extensive networking.</p> <p>Ability to meet exacting deadlines and work under pressure and on own initiative.</p> <p>Attention to detail.</p> <p>Good negotiation skills.</p> <p>Motivated with a commitment to practice development and desire to develop personally.</p> <p>Good organisation and time management skills.</p> <p>Commitment to equal opportunities.</p> <p>Strong team player.</p> <p>Computer literate.</p> <p>STEP qualified (preferred) or willingness to study towards qualification.</p> <p>Current Driving licence (preferred)</p>
Duration	Full time 9.00am - 5.00pm
Location:	Sheffield