

## Job Description

<b>Job Title</b>	Private Client Solicitor
<b>Overall Aim</b>	Provide legal advice within your area of expertise to clients and the Firm and assist in the business development in the Wills, Trusts and Probate team.
<b>Authority Levels</b>	<ul style="list-style-type: none"> <li>  Accept work on behalf of the firm.</li> <li>  Provide instructions to support staff.</li> </ul>
<b>Main Duties</b>	<ul style="list-style-type: none"> <li>  Carry out your work for the Firm and clients professionally and to the highest possible standards having regard to the Law Society's rule on professional conduct and effectiveness with the Law Society's Quality Standards, Practice Management Standards and Office Procedures Manual.</li> <li>  Provide effective and sound advice.</li> <li>  Deal with all communications promptly and ensure that all is appropriately carried out and recorded.</li> <li>  Consistently bring matters to a conclusion.</li> <li>  Obtain payments prior to credit control.</li> <li>  Carry out invoicing on matters for which you are responsible.</li> <li>  Bill to target levels.</li> <li>  Effectively market the Firm and oneself on the basis of providing ongoing support to existing clients and bringing in new clients.</li> <li>  Cross sell the Firm's full range of legal services.</li> <li>  Work on an individual basis or as a member of a team.</li> <li>  Maintain continuous professional development requirements.</li> <li>  Adopt procedures as defined within the Firm's Office Manual.</li> <li>  Correct, proper, accurate and effective use of our IT systems/applications, while fully complying with all IT policies and procedures.</li> </ul>
<b>Knowledge and skills required</b>	<ul style="list-style-type: none"> <li>  Law or other acceptable Degree.</li> <li>  Solicitor's Practising Certificate.</li> <li>  Knowledge of Wills, Trusts and Probate Law.</li> <li>  Knowledge of Inheritance Tax planning.</li> <li>  Keeness to keep abreast of changes from time to time in law, practice and procedures together with a willingness to attend training seminars arranged by the Firm.</li> <li>  Demonstrated communication skills with clients and a capacity for a sympathetic approach to emotional problems.</li> <li>  An ability to communicate in plain English, both verbally and in writing with clients and solicitors for opposing parties.</li> <li>  An ability to work in an organised manner and a willingness to follow office procedures and, if appropriate, adapt and improve the same.</li> </ul>
<b>Other relevant comments</b>	<ul style="list-style-type: none"> <li>  The Firm adopts the principles of equal opportunities and non-discrimination as detailed in its Office Manual</li> </ul>

Hunt & Coombs Solicitors is an established law firm offering a full range of company and personal legal services.

From our offices in Peterborough, Oundle, Huntingdon, St Neots and Cambridge we serve our local communities with a refreshingly modern and personal touch, backed up by professionalism and legal expertise.

With impressive accreditations across numerous professional bodies and a transparent fees structure, our culture and standards make us the ideal place for you to come whenever you need legal advice or support.

For further information concerning this job opportunity please contact a member of the HR Team on 01733 882800 or email [hr@hcsolicitors.co.uk](mailto:hr@hcsolicitors.co.uk).



Hunt & Coombs LLP is authorised and regulated by the SRA, No. 443035

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07/09/2023