



Job Specification

Job Title: Private Client Solicitor/Legal Executive

A law firm with a modern twist

This is an exciting opportunity for an enthusiastic candidate to:

- ✓ Support the Wills and Probate department at an expanding, modern, forward-thinking law practice;
- ✓ Have the opportunity of developing their Private Client expertise within the department and continuing to build a team alongside one of the Directors
- ✓ Experience Court of Protection work first hand with one of the Directors being professional Deputy for a number of clients

Fodens Solicitors Limited is a service focused company. We believe that the quality of service to our clients starts with our employees.

We are looking for those who want to develop individually, who want to be part of our family and ethos and who want to help the company to develop and evolve – somebody who wants to make a difference! Our ethos is to create an interesting, vibrant and engaging place for people to work, along with a friendly fun and social aspect as well – to be a fountain and not a drain!

We believe in giving people the opportunity to progress and evidence of this can be seen in our current employees from director level to our newest apprentice. We would love to be part of your progression.

You will likely be:

- Either a Solicitor, Legal Executive having worked specifically within a Private Client department
- Target driven
- Be a team player
- Not shy to express your opinion, be open to feedback and have a desire to progress
- Have the understanding of sensitive matters within the Private Client sphere and understand the needs of vulnerable adults and elderly clients
- SFE and/or STEP accreditations are positive but not essential

You will certainly be:

- Flexible in your methods and thinking
- Able to support clients and able to learn how to communicate with them without legalese
- Able to support and work with more elderly and/or vulnerable clients
- Have a desire to deliver a high level of service to clients and to be available to them
- You desire to achieve the objectives of the company and your clients
- Organised and structured in your work
- Prepared to be a team player

You won't be

- Closed and defensive
- Be afraid to try new ways of working and working as part of a team

Keys tasks and responsibilities

- To work alongside Sophie Yates with the private client work represented by the making of wills and powers of attorney and the administration of probate cases and Court of Protection matters as well as trust matters
- To support Sophie with initiatives the department and firm are involved
- To deal with incoming communications efficiently and be able to communicate well with clients
- To participate in the business of the company in such a manner so as to develop your own knowledge and skills
- To contribute to the development of the business, office systems and the organisation of your department

Please contact Sophie Yates on 01952 726111 or syates@fodens.co.uk to find out more.