THACKRAY WILLIAMS
JOB DESCRIPTION

Position: Private Client Solicitor
Location: Sevenoaks or London
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 knowledge and experience

We are looking to recruit an experienced Private Client Solicitor, with at least 10 years PQE who has an established profile and client following in London or Sevenoaks and it's surrounding regions.

Proven experience and knowledge in all private client areas is preferred to include the preparation of Wills, Tax Planning, Probate, Trusts, Lasting Powers of Attorney and elderly client matters but the role requires a particular emphasis on wills and estate planning for High Net Worth Individuals, Business Owners and those with multi- jurisdictional assets and issues of domicile.

The ideal candidate will have built up client and referral relationships in London or Sevenoaks and have demonstrable experience of business development. They should be capable of holding a full case load and have a desire to assist the firm in building its reputation in London and expanding our client base. Excellent communication and client service is a necessity. We will consider Senior Associates and Partners who are keen to show that they can build upon our already established Private Client reputation in Kent.

Role

- Undertake fee earning to high standards of accuracy and efficiency

- Able to work with a full caseload
- Assist in the development and marketing of the firm in line with the business and departmental plans with a particular emphasis on London.
- To provide a profitable contribution and add value to the work of the department

Responsibilities

- Progress instructions in accordance with established procedures of both good practice and the firm's quality system and risk management processes
- Drive forward and be instrumental in marketing and business development strategies and develop and maintain 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)
- Effective file and financial management to include time recording and billing/meeting targets
- 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

- 10+ 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.