

bower bailey

SOLICITORS

Private Client

Location: Banbury

Post: Private Client (Full Time)

Experience: PQE NQ - 4 years

Salary: According to Experience

We are looking for a dynamic individual who is at the outset of their career and wishes to join a firm which will nurture their abilities, assist them to progress to make a success of their chosen discipline.

This role is based in our friendly Banbury Office. The potential candidate must be motivated and with an eye for detail. They should possess the ability to build a good rapport, particularly with clients; as this role involves looking after and supporting the elderly

The Role:

The successful candidate will:

- Ideally have up to four years' PQE in the field of Private Client work (Solicitor or CILEX), but newly qualified will be considered;
- Need to demonstrate experience in drafting and dealing with Wills, LPAs and the administration of straightforward estates with minimum supervision;
- Have some experience of trusts, tax, HNW or Court of Protection work;
- Be working towards STEP but this is not a necessity;
- Be conscious of the need to build relationships to develop the Private Client Department;

Essential Skills:

The appointed person must:

- Possess excellent time management and organisational skills;
- Have a proven ability of working to deadlines;
- Demonstrate they can work independently but also with the other members in the Team;
- Be personable and have good interpersonal skills;
- Have a good working knowledge of the basic IT packages, preferably with experience on case management systems;

Salary and benefits:

We are a friendly firm with a flexible approach. This is a Full-Time position. It is an ideal opportunity for someone looking to build a successful career swiftly.

- Competitive Salary, according to experience.
- 25 days annual leave plus normal Bank Holidays.
- Pension.

Application: In writing with CV by email to Phil Cooksey.

Email: pcooksey@bowerbailey.co.uk