

Fee earner 5 years experience

Hours: 35 per week

Location: Leamington Spa

Salary; depending on experience and following.

Job Description

Reports to: Head of conveyancing Warwickshire

Overview of role

To provide expert legal support and advice to clients following the correct legislation and firm procedures with confidence. To take instructions from clients and advise on necessary courses of legal action in line with the SRA Code of Conduct and the company policies. Clients can be individuals, groups, public sector organisations or private companies.

Main Tasks (this list is non-exhaustive):

- Providing legal advice and assistance to clients;
- Taking full responsibility for your file from the opening process all the way through to closing including post completion duties;
- Taking clear instructions from clients and acting on such instructions;
- Following the appropriate legislation at all times;
- Minimising exposure to firm and mitigating any risks;
- Manage client expectations;
- Provide clear costs information on all matters;
- Ensuring clients have agreed to the firm terms & conditions;
- Ensuring necessary ID is on all client files;
- Ensuring your client invoices are paid on time;
- Managing your caseload ensuring clients receive regular contact from the firm;
- Working where necessary as part of a team;
- Ensuring your aged debtors do not pass 90+ days;
- Maintaining a professional standard at all times;
- Delegating work to trainee solicitors, paralegals and legal secretaries as appropriate;
- Carrying out risk assessments on all files and notifying compliance of any risks to the firm;
- To take part in pro-bono work;
- Keeping up to date with compliance procedures and policies;
- Keeping up to date with changes and developments in the law by reading journals, attending courses and reading law reports;

Management responsibilities

- To actively participate in the growth and development of the department / firm;
- Managing and training Trainees in your department;

Marketing responsibilities

- To be strategic and commercially aware and be fully familiar with TFS' current strategy. Be able to have knowledgeable discussion about the market they operate in, the threats and opportunities the department faces and the future plans for the Department and their role in those plans;
- To produce blogs and news articles for the website;
- To bring in new work and clients not only for your department but for the firm as a whole;
- Maintaining and building relationships with introducers and referrers;

- To encourage cross-selling and up-selling in your department;

Training

- To maintain your training record in accordance with your regulator's policy;
- Anti-Money Laundering training;
- Data Protection;
- Fraud;
- Cybercrime;
- To actively keep up to date and further your knowledge within the area of which you work.

Inclusive responsibilities:

- To act in the best interest of the firm at all times;
- To adhere to the firm's policies at all times;
- To be respectful at all times to colleagues, suppliers, clients and any other visitors of the firm;
- To provide a high standard of client care.

Qualities:

- To be able to demonstrate that they are technically very able across a sufficiently wide area, able to work without significant supervision and have developed a particular strength and reputation in their work area.
- Must be respected by others in the firm and have begun to develop a reputation in their field outside of TFS;
- Calm and approachable;
- A passion for Law;
- Team player;
- Positive attitude;
- Stamina and resilience;
- A professional approach to work, integrity and a respect for confidentiality.

Skills/Experience:

- Solicitor/Legal Executive/CLC or Probate Practitioner;
- Excellent communication skills, both written and oral;
- Analytical and problem-solving skills;
- Accuracy and attention to detail;
- Numeracy and IT skills;
- Ability to plan work and prioritise tasks;
- Interpersonal skills, to work as part of a team or with other people and organisations;

Benefits we offer



The moment you join us, you are one of the team. In exchange for your hard work, commitment, and dedication, we will seek to offer you a happy workplace environment and a healthy work-life balance. Whilst working for us you can expect to receive the following benefits.



To help you in your journey to success we offer exam leave and study leave for those currently working towards a qualification, or on a course the firm have approved.



Enhanced holiday package. You will receive 23 days plus bank holidays and awarded one extra day holiday for every 2 years service, up to a maximum of 28 days.



Generous sickness pay scheme after 13 weeks service, and enhanced after 4 years service.



Access to our Vitality Health Insurance policy on your two year anniversary.



Employee discount for legal services and employee referral scheme.