



Fee Earner – Wills and Trusts

£: Competitive

An exciting opportunity has arisen for a Fee Earner to join our Wills and Trusts department in our Canterbury office. This role will cover 37.5 hours per week, 8.30 - 17.00, Monday to Friday inclusive of an hour lunch break.

Each month we act for nearly 1,000 conveyancing clients, many of whom are unmarried couples who are receiving gifts to help with their deposit. A large part of this role will involve the provision of legal guidance as to the best form of joint ownership and discuss the importance of wills, trusts and powers of attorney to help clients understand and proceed in the best way for them, and by so doing will generate work for the department.

Currently our Wills and Trust department is small but has lots of potential to grow with the right person and the right drive.

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with over 45 years' experience in providing a range of conveyancing and other legal services to private individuals, housing providers and business clients, our expertise and increased market share allow us to continually expand our business to meet the demands of our work providers and clients. We are therefore looking for enthusiastic individuals to join our business, who wish to be part of our success.

Key Duties of the Role:

- Provide advice to our conveyancing clients regarding joint ownership, Wills, Trusts and Powers of Attorney.
- Drafting of Wills, Trust Deeds and Powers of Attorney
- Dealing with probate matters efficiently.
- Network locally to grow and develop your caseload.
- Build and maintain excellent client relationships.
- Handle confidential information.
- Have a sound understanding and awareness of all relevant law, processes, and procedures.
- Keep clients up to date with progress.
- Manage and update our case management system.

Our Ideal Candidate will be:

- Pro-active.
- Hard-working.
- Possess excellent client care and interpersonal skills.
- Have a 'can-do attitude' and a willingness to help grow the department.
- Have strong IT, typing skills and confidence in preparing written documents.
- Possess strong organisational and time-management skills.
- Possess good technical knowledge and practical experience of Wills, Lasting Powers of Attorney, Probate, Inheritance Tax and Court of Protection Matters.
- Up to date with Solicitors Accounts Rules and Code of Conduct.
- Have an up to date understanding of recent and important precedent wills and probate law cases, statutes and Statutory Instruments and their application.

Essential criteria:

- At least 2 years' experience working in Wills and Probate

Working for our organisation

Direction Law is made up of hardworking, friendly people who share a 'can do' approach to getting our work done, therefore we welcome applications from likeminded people. We are a firm that is proudly built on relationships and strongly believe in supporting and developing our employees.

If you are interested in this position and would like to be considered, please send your CV with covering email to recruitment@directionlaw.co.uk.

To apply for the role, you must be eligible to work in the UK.

Job Type: Full-time.

Salary: competitive depending on experience.

No agencies, thank you.