



Solicitor Vacancy – Private Client Department

JNP Legal is a forward thinking High Street legal practice with three offices; our main office is located within the borough of Merthyr Tydfil and our branch offices in Nelson, Caerphilly County and Llanishen, Cardiff.

We employ 54 members of staff. The firm recognises that the quality of its service to clients depends directly on its directors and staff and strives to provide the sort of working environment that will enable you to do your best in all your duties for the firm. JNP Legal actively encourage staff development and wishes to be an employer of choice for top quality legal advisors and support staff.

The services we provide are mainly procured by individual clients and small companies within the locality. Our mission is to provide quality legal services at a price people can afford, ensuring access to justice for all. Our clients are people and small businesses throughout South Wales who are in need of a broad range of legal services. They require solicitors who are accessible and able to provide expert advice on their legal matters affordably.

The role

As a solicitor within the busy Private Client department of JNP Legal you will be responsible for the running of case files within the team. You will report to the Head of Department. The role location is Merthyr Tydfil/Nelson office, however travel between these offices and our Llanishen office is to be expected on times. The role is full time Monday to Friday, 9am to 5 pm (we will consider Part time working requests) with a Saturday morning rota attendance also required on a relatively infrequent basis.

The key tasks associated with the role are as follows:

1. Main purposes of role:

- You will be responsible for the running of case files in the Private Client department, dealing with clients and taking instructions upon matters such as Wills, LPAs, Grants of Probate, Administration of Estates, Deputyships, Trusts (this is not an exhaustive list);
- Arranging opening of and management of files;
- Advising clients on the law, total conduct of cases and being realistic with clients in relation to the likely outcome of their cases;
- Administration of files within the department including opening, processing, risk management, billing and closing of files;
- The secretarial staff will report to you. You will report to the head of department in whose department you work;
- You will be responsible for ensuring that your legal knowledge is kept up to date. You will be required to undertake training and where relevant obtain qualifications in specific areas of law practiced by the firm and to comply with the Law Society's and SRA requirements in relation to continuing professional development and training;
- You will be required to obtain membership of specialist panels and organisations pertaining to the area of law in which you practice and comply with any ongoing requirements that may exist in relation to such membership;
- A monthly fee income cost target will be set, based on the work you undertake and the level of remuneration for that work. You will use your best endeavours to ensure that the cost target is met. Other KPI indicators will be set and shall be reviewed by your head of department on a regular basis.

2. Person Specification:

Essential

- Significant post qualification experience in the Private Client sphere;
- Excellent communication skills (both written and verbal);
- Ability to work as part of a team and independently with excellent inter-personal skills;
- Outstanding client care skills;
- Reliability;
- Honesty and integrity.

Desirable

- Solicitors for the Elderly accredited;
- STEP (The Society of Trust and Estate Practitioner) qualified;
- Contentious probate experience.

3. Remuneration

- Salary will be dependent on PQE and experience, but will be in-line with current market rates;
- Matched contribution pension scheme;
- Cycle to work scheme;
- Childcare Vouchers scheme;
- Payroll deduction savings scheme.