



Private Client Solicitor 10+ PQE

Practice Area	Private Client
Line Manager	Richard Horwood – Partner and Head of Private Client
Hours	Full Time
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our lawyers are specialists in their respective areas of law acting for a wide range of commercial, private and public sector clients.

We are ranked in The Legal 500, a leading legal directory, and hold many accreditations including Lexcel, Customer Service Excellence, Cyber Essentials+ and ISO9001. Collaboration is at the heart of everything we do. You will find us structured but not hierarchical with a friendly and supportive environment. Our aim is to recruit progressive, forward-thinking individuals who wish to be part of our growth and who share our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the Private Client team

As the oldest and largest practice area in the firm, the team have a loyal client base and great reputation plus a strong network of other professionals. This team of two partners, four solicitors, five other fee earners and five legal secretaries are ranked in The Legal 500 for Personal Tax, Trusts and Probate and noted as being “extremely professional and efficient”. Richard Horwood and is ranked for both his Private Client and Rural expertise and Alastair Liddiard is ranked for his extensive experience in trust and estate administration.

Members of the team are accredited by the Associate of Lifetime Lawyers, the Society of Estate and Trust Practitioners (STEP) and Wills and Inheritance Quality Scheme (WIQS).

About the role

We are looking for an experienced solicitor able to handle a broad range of Private Client matters and a desire to specialise in and grow fee income for older and vulnerable client matters.

- Lasting Powers of Attorney and Court of Protection work, including Deputyship applications and other Court Orders
- An understanding of the benefits system and the ability to advise clients about their entitlements, and how entitlements might need to be protected
- A good understanding of how to work with and protect the position of older and vulnerable clients.

Experience and a detailed knowledge of the following is required:

- Preparation of Wills and Trusts for all types of clients
- Advice in relation to Inheritance Tax and other taxation issues that arise in connection with advice being provided to individuals and trustees
- Ability to deal with the administration of estates throughout the administration process.

In addition to the caseload the successful candidate will be expected to be actively involved in all aspects of business development. You will be working with the Head of Practice Area and Marketing & Business Development Manager on an action plan to generate enquiries for older and vulnerable matters, networking within the local business community and with key referrers as well as presenting at seminars, writing articles and using social media.

Skills, experience and qualifications

- A qualified and practising Solicitor with at least 10 years PQE in Private Client
- A sound knowledge and practical experience of Private Client work is essential
- Experience and expertise in dealing with Court of Protection applications
- Experience of and a real interest in business development is essential
- Membership of Association of Lifetime Lawyers is desirable but not essential
- Membership of STEP is expected
- Excellent interpersonal skills, in particular an ability to develop a relationship of trust with clients and colleagues alike
- Ability to demonstrate empathy and understanding of clients' needs
- Ability to draft letters and documents to a high standard and with attention to detail
- Ability to use initiative to seek opportunities to raise the firm's profile and to recognise new business opportunities
- Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
- Well-developed IT skills including Microsoft Outlook, Word and Excel and an integrated case management system.

About the person

- Looking for a long-term future with a desire to grow your career and develop a niche area within Private Client
- An effective team player combined with an ability to work under own initiative
- Strong verbal communicator
- Strong organisational skills.

General requirements

- Full driving license with access to own car

How to apply

Please email Su Turley, Head of Operations, at su.turley@longmores.law with your CV and a covering message explaining your interest in the role.