



5+ PQE Private Client Solicitor / Qualified Legal Executive

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

The role will involve the ability to handle a broad range of Private Client work, specifically with knowledge and experience in the preparation of Wills and LPAs, plus the administration of estates:

- Preparation of Wills and Trusts for all types of clients
- 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 including presenting of seminars, writing articles and blogs and networking within the local business community and with key referrers.

Skills, experience and qualifications

- A qualified and practicing Solicitor with at least 5 years PQE in Private Client
- A sound knowledge and practical experience of Private Client work is essential
- Good prospects for future career specialising in these areas
- Experience of Older & Vulnerable client work and Court of Protection applications is desirable but not essential
- Experience of and a real interest in business development is essential
- Membership of STEP is desirable but not essential
- Excellent interpersonal skills, in particular an ability to develop a relationship of trust with clients and colleagues alike
- Ability to draft letters and documents to a high standard and with attention to detail
- Strong organisational skills
- Strong verbal communicator
- Ability to demonstrate empathy and understanding of clients' needs
- 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
- An effective team player, combined with an ability to work under own initiative
- Well-developed IT skills including Microsoft Outlook, Word and Excel

About the person

- Looking for a long-term future with a well-regarded firm
- An effective team player combined with an ability to work under own initiative
- Strong verbal communicator
- Strong organisational skills

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.