

Wills & Tax Solicitor – Job Specification

Job title:	Wills & Tax Solicitor/Chartered Legal Executive
Reporting to:	Head of Wills & Tax - James Hammersley
Hours per week:	Full time 36.25 hours per week
Location:	Wimborne

Frettens is looking for a Wills & Tax Solicitor/Chartered Legal Executive to join their team in Wimborne.

Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Has consistently friendly, approachable conduct
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- A qualified solicitor/ FCILEx with 10 - 15 years' PQE
- People management and team building experience
- Can communicate effectively at all levels
- Ability to convey information accurately and articulately, both verbally and in writing
- Ability to work independently and manage a caseload
- Shows initiative, generates new ideas, thinks of original solutions
- Anticipates client's future needs, sees opportunities for other teams and makes suitable introductions
- Returns client calls
- Able to meet new clients and win new business
- Aim to sell Frettens on service and values (rather than price alone) and follow up on viable enquiries

Desirable talents

The following abilities would also be desirable:

- Excellent organisational skills
- Marketing and networking skills
- Ability to motivate yourself to meet/exceed targets
- Ability to adapt and respond to changes
- Focuses on detail, needs to be methodical, organised, systematic
- STEP and/or SFE membership
- Ability to structure own workload, making best use of resources and time
- Delegates appropriate tasks to team members

Salary and Benefits

Salary is negotiable dependent on experience. Frettens offer a wide range of benefits to our staff - See Working at Frettens – Benefits.