

Bennett Griffin LLP | NQ Solicitor/ CILEX /Caseworker

Newly Qualified Solicitor, Cilex or Caseworker with legal experience needed to join our busy Private Client Department based in our Ferring office.

Our Department covers all aspects of Private Client work, but this role will be predominantly based within our Wills team, providing our excellent Wills and Power of Attorney Service to our clients. The role also includes running files and providing support for our specialist lawyers in our Care Capacity and Court of Protection Team.

The role will include the following:-

- Taking instructions, advising, drafting and executing Wills with particular emphasis on getting to know our clients in order to ensure the best possible service;
- Taking instructions, advising, drafting, executing and registering Lasting Powers of Attorney (both Financial and Property and Health and Welfare);
- Taking instructions, advising, drafting and executing General Powers of Attorney;

- Working under the supervision of one of our specialist solicitors in acting for clients for whom partners of the firm are appointed as Attorney, and for whom Ian Macara is appointed as a Panel Deputy
- In both cases, managing their financial and legal affairs generally, ensuring care needs are met, ensuring assets are appropriately invested, liaising with third parties
- Dealing with costings and billing of the file, including where assessed by the SCCO
- Liaising with our Bennett Griffin Trusted Assistants in respect of personal attendances with our clients and other practical matters that may require attention

You will be part of a thriving and growing department of Private Client experts providing a vital service to our clients wishing to plan for the future, and also for our vulnerable clients.

The ideal candidate will be well organised and have proven ability to work within a high pressured legal environment as part of a well-established team. Strong "soft skills" are essential to ensure a cultural fit within the Team and the Firm.

Our Head of Private Client Department is Tania Clapham and Ian Macara is a Court appointed Panel Deputy.

To apply for this vacancy and a further detailed outline of this opportunity, please email Linda Robinson – lr@bennett-griffin.co.uk