**Private Client Solicitor / Probate Executive**

Avery Walters Solicitors is a full-service law firm based in North Leeds. It has 22 members of staff and two offices with further expansion plans in 2022. The firm is a thriving and expanding law practice committed to serving individuals and businesses with an enviable client base.

We are looking for a Junior Fee Earner to join our established Private Client Team.

**The Role**

As a Private Client Fee Earner you will handle a varied caseload whilst providing clients with high quality advice. You will be responsible for but not limited to the following matters;

* Wills and estate planning matters (non-taxable estates)
* Lasting Powers of Attorney and registration
* Non-taxable Probate matters
* Limited Court of Protection matters

**Candidate**

You will be a Private Client Solicitor / Probate Executive and will have managed a caseload of your own. You will have excellent attention to detail and excellent communication skills. You will be expected to take an active role in Networking and business development to generate new clients, build successful relationships with referrers of work, as well as maintaining current relationships.

**Skills and Responsibilities**

The ideal candidate will have:

* NQ – 2 years PQE (or equivalent)
* Career progression opportunities
* Provide excellent service to a wide range of clients with an ability to maintain relationships
* Be able to deal with complex matters which may involve deadlines
* Be able to manage their own caseload and be able to prioritise accordingly
* Experience of dealing with probate matters from start to finish
* Experience of using case management systems
* An ability to undertake research tasks independently
* An ability to type where required and familiarity with all Microsoft programs
* Understanding of Will drafting and pitfalls
* Understanding of LPA drafting and registration as well as experience dealing with EPAs
* Some Court of Protection experience desirable

We have a varied client base which includes local and high net-worth individuals and large Probate Estates in excess of £1 million. The caseload covers the full spectrum of Private Client matters. This includes simple and complex Wills, Trust matters including living trusts, tax matters and more.

In addition to the broad-ranging caseload, the firm also offers a great working environment. You will be working in a collaborative, friendly environment among people who will really support you. A genuine interest will be taken in your career development and progression, meaning you can really establish yourself within this firm. Ideally the candidate should have solid experience in all areas of Wills, Trusts and Probate and a strong team ethic.

**Benefits**

* Generous salary based on experience
* Annual Leave – 25 days + statutory holidays
* Pension scheme
* On-site parking
* Remote working options