

**The Role**

We currently have a vacancy for a **full time highly skilled Private Client Solicitor** in our **Canford Cliffs** office in **Poole, Dorset**.

**CLOSING DATE FOR APPLICATIONS – FRIDAY 19 FEBRUARY 2010**

**The Firm**

Ellis Jones is a progressive legal practice with around 90 staff and 5 offices. Our candidate preference is for individuals who are self-motivated and have a positive approach towards their job and employer who enjoy working in a challenging, busy and professional environment. We show a preference to candidates who can demonstrate loyalty and commitment. In return we offer a pleasant working environment, a competitive package and a commitment to training and development. Ellis Jones is Investor in People and Lexcel accredited.

**The Candidate:**

This role will suit a highly skilled Private Client Solicitor of approximately 5+ years PQE with appropriate skills to cover a broad mix of private client work. The ideal candidate will have a high level of competency and be able to balance the requirements of a healthy caseload whilst being proactive in procuring new business and retaining existing clients. They will have the appropriate attitude and personality for effective team working and a 'can do' attitude with regards to their role and the firms service standard requirements.

**Hours:**

Monday to Friday 9.00am – 5.00pm with a 60 minute lunch break (35 hours per week)

**Duties:**

- Process instructions in accordance with established procedures of both good practice and the firm's quality standards
- Deliver quality professional services to clients
- Undertake fee earning work to high standards of accuracy and efficiency
- Effect financial controls for matters under his/her supervision
- Develop new clients and markets and maintain and build upon exiting client relationships
- Participate in marketing activities and maintain appropriate professional relationships with referrers etc.
- To undertake any training as directed in order to ensure that required skills remain in line with the Firms requirements
- Effectively lead and manage your team in meeting performance standards and fee earning targets by:
  - ensuring regular meetings and effective communication with all staff
  - ensuring timely and appropriate performance management with the assistance of HR and the Partners as appropriate
  - endeavouring to adhere to the skills, knowledge and behaviours as outlined in the document entitled 'management attributes' (available upon request)
- To produce timely and accurate monthly management reports for the Partner's meetings
- To participate in budgeting discussions as directed
- Any additional duties as may reasonably be required

**Objectives:**

- Achieving own fee earning targets
- Achieving minimum standard for chargeable time
- Delivering a quality service
- Development of New Business
- Adopt Conduct and Procedures in accordance with the office

## Knowledge, Skills and Experience Required:

Essential	Desirable
Thorough knowledge, competency and appropriate current qualification in the appropriate area of law	Previous Solcase experience
Current practicing certificate free from conditions	An understanding of Lexcel compliance
A high emphasis on client service standards	Previous experience of Lawsoft (Pilgrim)
High standard of written and spoken English	
Excellent organisation and time management skills	
Appropriate, compliant and effective file management skills	
Must be able to work as a team	
Adaptability and flexibility	
Appropriate I.T. skills (Windows, Word, Excel)	
Very presentable and personable	
Appropriate communication and relationship building skills with both staff and clients	
Reliable and trustworthy, committed and adaptable	
Self motivated and organised	
Clean driving licence and own transport for client visits	

### Benefits:

Holidays:	36 inclusive of bank holidays
Salary:	Market rate - Dependant upon skills and competencies
Additional benefits:	Private medical cover Stakeholder pension scheme, Death in service benefit Flexible benefits including: Subsidised gym membership, cash back medical scheme, further pension contributions

### HOW TO APPLY:

Please apply either by [recruitment@ellisjones.co.uk](mailto:recruitment@ellisjones.co.uk) or by letter to Marie Haywood, HR Manager, Ellis Jones Solicitors, 302 Charminster Road, Bournemouth, Dorset, BH8 9RU, submitting the following information:

- **A brief letter of application** outlining your availability and salary expectations
- **A current CV** which clearly shows your relevant skills, qualifications, skills, competencies and career history

Upon receipt we will contact you accordingly.