



ABD Legal Services Limited

Job Title:	Private Client Lawyer		
Department/Group:	Private Client		
Location:	Swindon or Chippenham	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive salary & benefits.	Position Type:	Full-time, permanent
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Specific Responsibility to:	Head of Private Client		

Job Description

About Awdry Law:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon. We serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment, so in return for aiming towards these standards we will back you, help you to improve and support you in reaching your full potential.

Our Values:

Everything starts with you: People Matter, whether you are a client or part of our team.

Always driving forwards: We always show ambition and energy to achieve results.

Be brilliant: We create positivity, excellence, and innovation

Every person, every time: We are consistent and reliable and give our best every time:

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the highly successful Private Client team managing a mixed and varied caseload but primarily Wills, LPAs, and Probate. The successful candidate will be used to working with high volumes of work whilst being able to deliver excellent client service.

Typical Activities:

Responsibility for: -

- Servicing and further developing a “book” of Private Client work.
- Identifying improvements and to plan innovatively for better service delivery.
- Developing and maintaining strong & profitable client relationships, critical to the success of the department.
- Delivery of fee income targets
- Commitment to the Practice Management Standards of the Profession to include but not exhaustively, the SRA, Law Society, Lexcel, and IIP.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential

- Extensive experience of a wide range of Private Client work
- Experience of working at pace and with a technical caseload
- To have the ability to remain calm, polite, and focused when dealing with difficult situations
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- To enjoy a varied workload and working at pace
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.
- Must have full UK driving license and own transport.

ADDITIONAL NOTES:

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	Name	Date:	
Approved By:	Name	Date:	
Last Updated By:	Name	Date/Time:	