

# IMD | SOLICITORS

## JOB DESCRIPTION

<b>Job Title:</b>	<b>SOLICITOR (WILLS AND PROBATE)</b>
<b>Head Office address:</b>	Trafford House, Suite 1N-C, Chester Rd, Manchester M32 0RS
<b>Working hours:</b>	Flexible remote
<b>Reports to:</b>	Partner
<b>Salary:</b>	Flexible according to experience

### Overview of the Company

IMD Solicitors LLP are an expanding, full service law firm with a strong focus on international business and a large portfolio of multicultural clients.

We offer an enjoyable and rewarding working environment in a friendly team. We understand that success starts with our people and are committed to our staff, recognising the importance of the continued professional development and appropriate level of supervision and guidance.

We pride ourselves on providing high-quality legal services as well as outstanding client care to all of our clients.

### Job Purpose

We aim to help our clients to thrive by providing high quality legal advice and support.

You will assist the team and handle matters in the family department relating mainly to wills and probate, powers of attorney and estate administration. To uphold exceptional standards of quality and client care.

### Key Duties and Responsibilities:

As part of your role you will be expected to undertake a number of duties and responsibilities. Whilst you may be expected to undertake other duties from time to time, the list below, which is not intended to be exhaustive, of your key duties and responsibilities is as follows:

### Client Relations and file Management

- Advise, assist and represent clients, maintaining an exceptionally high standard of client care at all times
- Balance the demands of your clients/caseload and non-casework responsibilities, ensuring you meet any deadlines set
- Promote and adhere to all file and case management policies and procedures
- To carry out and take responsibility for more complex or high value work

### Financial

- Meet annual billing and performance targets (which will be calculated in consultation with you)
- • Accurately record all time, chargeable and non-chargeable
- • Ensure that the billing of files is carried out efficiently and at the earliest opportunity

### People Management & Teamwork

- Work as a team player with other fee earners and support staff
- To delegate to, assist, and work appropriately and considerately with other fee earners and support staff
- To attend and participate in any meetings of the department or the firm when required
- Adequately supervise junior staff

### Competence & Development

- Maintain knowledge and skills in relevant practice area(s) keeping up to date with relevant legislation and case law
- Ensure continuing competence through identifying and addressing any learning needs
- To participate in and engage with supervision in respect of your caseload
- Maintain a good knowledge and understanding of IT systems with a proactive and supportive approach to the introduction of new systems
- To achieve and maintain any relevant accreditations, Law Society panel membership and other appropriate membership

### Business Development & Marketing

- To contribute to marketing/business development for the firm including identifying and facilitating internal cross selling opportunities and carrying out business development activities e.g. networking, blog writing

### Compliance

- Act in accordance with the proper professional standards and regulations of the Solicitors Regulation Authority, and all other relevant bodies including the Legal Aid Agency
- To immediately advise the Partners of any investigation or disciplinary action by the SRA

or LeO or any restrictions on your Practising Certificate.

- To identify and report any risks to the COLP, COFA or Money Laundering Reporting Officer where necessary

Please send CV to [k.hosker@imd.co.uk](mailto:k.hosker@imd.co.uk)