



JOB SPECIFICATION

Role: Private Client Solicitor

Location: 1,2 & 3 Clarendon Place, King Street, Maidstone, Kent ME14 1BQ

Hours: Full time; 9am – 5:30pm Mon-Friday

Salary: Dependent upon PQE

Job Description:

We are seeking a PC solicitor, for our busy Private Client department in Maidstone. This is a busy and varied roles covering all aspects of private client. Experience and knowledge is required in the following fields:

- Estate and Care Fees Planning
- Wills and Will Writing
- Lasting Powers of Attorney
- Court of Protection
- Trusts and Trust Administration
- Probate and Administration of Estates
- Inheritance Tax Planning and Investments
- Charities
- Deputyship

STEP would be preferable but not essential; the Firm assists in career development/studying and candidates undertaking STEP will also be considered.

Candidates:

Successful applicants will have consistent and good private client knowledge, focusing particularly on wills, trusts, estates and tax issues, and must be able to manage their own caseload of files with minimal supervision. Both are demanding roles therefore individuals must be able to prioritise work, use initiative and meet deadlines, coupled with an excellent client manner, smart appearance and good technical competence.

Secretarial support is provided.