



## Private Client Lawyer

£ Dependent upon experience and qualification

### The Basics :

- ✓ 9am to 5pm, Monday to Friday
- ✓ Based in our Ipswich office
- ✓ 25 days holiday per year
- ✓ Auto enrolment into our pension scheme

### Additional benefits:

- ✓ Generous quarterly bonus scheme
- ✓ Flexible working
- ✓ Working from home considered
- ✓ Contractually enhanced sick pay
- ✓ Contractually enhanced maternity and paternity schemes
- ✓ Low monthly fee targets
- ✓ Work/life balance

### Competencies:

- ✓ Positive outlook
- ✓ Team player
- ✓ Professional
- ✓ Personable & caring
- ✓ Capable of demonstrating self-improvement

### About us:

Attwells Solicitors is one of the leading firms in East Anglia, with offices in Suffolk, Essex and a boutique London office. Attwells are a young, dynamic and diverse law firm with a focus on career progression, plain-English legal advice and excellent client care. We are dedicated to breaking down barriers to entry to the profession and providing our staff with autonomy to shape their own future, in an environment in which they can thrive.

Working at Attwells is about the "4Ps":

- Personal:** Caring for our clients and one another
- Professional:** Always acting with trust and integrity
- Progressive:** Growing and improving for our clients and ourselves
- Positive:** Being a "can-do" team player.

### Overview on the role:

We are looking for an experienced (2 years +) paralegal, solicitor or CILEX with a strong private client background to undertake a varied caseload of matters and to support our Private Client Department which acts for clients from all three of our offices. The role will be based in Ipswich but some travel to our Colchester office may be required from time to time.

### Start date: ASAP

### The Candidate:

- Experience in Wills, powers of attorney and probate applications is a necessity.
- Experience in tax, trusts and contentious probate would be desired but not essential.
- Knowledge and previous experience of private client law.
- Experience of working in an office environment, prioritising and organising own work.
- Excellent communication skills, both verbal and written.
- Strong communication and interpersonal skills.
- Ability to work under pressure.
- Demonstrable excellence in client care/customer service.
- Able to work independently whilst also being a team player.

### Equal Opportunities

Attwells are committed to recruiting individuals on merits of suitability for each role, on the basis of qualifications and experience. All applications are treated equally regardless of sexual orientation, race, disability, religious beliefs and any other protected characteristic, ensuring that there are equal opportunities at all stages of the recruitment process.

### How to apply?

To apply please send your CV, Covering Letter and a completed Equal Opportunities Monitoring Form (available here: <https://attwells.com/wp-content/uploads/2021/08/Equal-Opportunities-Monitoring-Form-August-2021.pdf>) to [recruitment@attwells.com](mailto:recruitment@attwells.com)