



June 2024

JOB ADVERTISEMENT

Family Solicitor / Associate – 5-10 years PQE

TERM:
Permanent

JOB TITLE:
Associate
Solicitor

WORKING HOURS:
Full Time

TEAM:
Family

LOCATION:
Preston

Harrison-Drury is a market leading Firm of solicitors with offices across the North West servicing both business and private clients. We have been successful for a fourth time placing in the Top 100 Best Mid-Size Companies to work for in the UK.

We are an employer of choice because we have a culture that challenges the conventional law firm approach and focusses our energy on getting great results for our clients, while attracting and developing brilliant people.

The Family Team are looking to recruit an experienced Family Solicitor, ideally with a following. Candidates must be comfortable working independently to develop the family department's service but also be able to work as part of a team. The role will include some business development responsibility. Attendance at networking events, meeting local contacts and identifying and developing new sources of work will be a key part of this role.

The successful candidate will be dealing with a range of privately funded divorce, financial and children matters. This interesting and varied role will involve working within a Case Management System so good IT skills are essential. We are looking for a candidate with keen attention to detail and who is confident working within a challenging commercial environment.

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Typical duties will be:

- Effective management of all Family files (hard copy and on SOS).
- Ensuring that all client work is progressed expeditiously and that the client is kept regularly informed on realistic outcomes, progress and on costs
- Attend at Court, mediations and meetings and preparing detailed notes and minutes as required.
- Ensuring the confidentiality and security of all the firm's and client documentation and information in line with Law Society & GDPR regulations
- Achieving agreed levels of billing and time recording per annum
- Management of bill process and interaction with Finance
- Drafting of documents including correspondence and Court documents
- Providing support to the other team members as required
- Contributing to operational review / continuous improvement initiatives
- Understanding and contribute to the team's objectives plus working to promote the firm's values
- Actively seeking out and participating in marketing activities

Skills and experience:

- including acting for HNW clients
- Commercially aware
- Strong attention to detail
- Good organisation and planning skills with the ability to prioritise work to meet strict timescales where required
- Excellent IT skills
- Ability to work within teams and individually using own initiative.
- Confidence in business development and winning work

Desirable:

- Demonstrable leadership skills
- Experience of SOS case management system.

- 5-10 years PQE essential
- Experience of dealing with a range of privately funded divorce, financial and children matters is essential