Solicitor – 5+ year PQE
Family Team - Maternity Cover

We are currently seeking a 5+ year PQE Solicitor to join our successful Family team. The team provides expert advice to High Net Worth clients in relation to all areas of Family Law. The successful candidate will have experience of dealing with divorce, finances, children and international work and will be confident running their own files for High Net Worth clients with minimal supervision. Enthusiasm for business development activities is also required.

Main responsibilities & duties:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

1. To be responsible for the day to day running of files without supervision to include, but not limited to:
    - Liaising with clients on a daily basis on the telephone, email and/or post;
    - Issuing and progressing Court applications – divorce, finances and children;
    - Negotiating settlements – finances and children;
    - Drafting pre and post nuptial agreements;
    - Preparing financial statements (Forms E) and other Court documents, including costs schedules;
    - Arranging and attending client meetings;
    - Arranging and attending conferences with Counsel;
    - Preparing Briefs to Counsel;
    - Attending hearings;
    - Preparing paginated Court Bundles.
2. To keep clients constantly updated with progress and meet their tight deadlines.
3. To ensure all external deadlines (including Court timetables) are met promptly.
4. To be responsible for billing of all client files and to ensure that the client is kept regularly updated on costs.
5. To be fully involved in marketing and business development, to include supervising daily Tweets and monthly blogs.
6. To organise and maintain tidy and accurate files both in hard copy and electronically.
7. To meet fee and time-recording targets.
8. To follow department procedures, the solicitor's accounts rules and the Firm's policies and procedures as detailed in the Office Manual, including Lexcel.

9. To undertake such other duties and tasks as required and appropriate.

For the full person specification please click here.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by clicking here.

Devonshires Solicitors is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the recruitment monitoring survey in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.

Person specification

	ESSENTIAL	DESIRABLE
Education & Qualifications:	Strong academic background with 2:1 at degree level (or equivalent)	Higher Rights of Audience
Professional memberships:	Admitted to practice as a Solicitor (UK and/or overseas qualified)	
Legal knowledge:	At least 5 years post-qualification experience of High Net Worth Family work, including finances, children and divorce Experience of running cases with minimal supervision	Significant pre-qualification experience in Family work as a Trainee and/or paralegal Experience as Head of Department or similar Experience with international cases, including cross-jurisdictional work
Skills:	Ability to convey confident manner when dealing with individuals IT literate to include Word, Excel, Outlook and Internet applications Ability to prioritise workload Ability to undertake all work with minimal supervision Ability to demonstrate commercial awareness and pro-activity Excellent communication skills, both written and verbal and the ability to convey clear and concise information Highly focussed attention to detail Strong technical ability Enthusiasm for Family work	Happy to run complex cases without any supervision
Personal attributes:	Resilient and focussed Determination to achieve positive outcomes Ambitious Pragmatic style	Optimistic outlook Positive attitude

	Ability to demonstrate versatility	

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