

Job Description and Person Specification

- Job Title:** Full Time – **Senior Solicitor:** Private Client lawyer
- Line Manager:** David Hewitson
- Hours of Operation:** Monday to Friday 9 am to 5 pm with an unpaid one hour lunch break
- Responsible for:** N/A
- Location:** 26 Church Street, Inverness, (or other office premises within a 5 mile radius of Inverness City Centre as operational circumstances dictate)

Purpose of Post - Key Responsibilities:

- Work as a solicitor honestly, faithfully and diligently
- Ensure all duties are undertaken to the highest standard and within specified timescales
- Work within our team of solicitors, paralegals, support staff and partners to achieve a common goal
- Take client matters from inception to conclusion
- Deal directly with clients and provide legal assistance and advice
- Undertake Executry work
- Draft and negotiate legal documents including Wills, Powers of Attorneys, Guardianship Orders
- Set up and Administer Trusts
- Comply with Law Society cash room requirements
- Deliver on monthly targets
- Maintain accurate management records
- Represent and promote Munro & Noble as a highly respected and professional law firm, financial services provider and estate agency.
- Appreciate and comply with the Health and Safety standards required within the business.

Essential attributes / requirements:

- Maintain a valid Law Society of Scotland Practising Certificate
- Minimum of 5 years post qualification Executry experience

- Keen to undertake Business Development
- Desire to achieve excellence in Client Care
- Highly organized, flexible and well planned
- Excellent oral and written communication skills
- Enthusiastic, with a genuinely positive attitude

Other Duties: The post holder may be required to undertake any other duty within Munro & Noble as directed by one of the Partners or the Practice Manager from time to time.

Reporting: As a Senior Solicitor, all work and correspondence is to be authorised by the line manager, (or another Partner), prior to being issued out-with the Firm.