



**Humphries Kirk Solicitors**  
**Qualified Private Client Lawyer (Associate)**  
**Job Specification**

Seeking a Full Time **Private Client Lawyer (+4yrs PQE)** to join the team at the **Wareham** office.

**Candidate/ role profile:** You will be a Private Client Solicitor or Chartered Legal Executive with 4+ years' PQE, and all round experience of private client work.

This is a fantastic, career enhancing opportunity at Associate level, where you will have access to the knowledge of several highly experienced Private Client Solicitors and Partners, but will also need to possess the necessary skills and expertise to provide guidance to support staff and less experienced Fee Earners within the team, as and when required. You will manage your own caseload independently and contribute effectively towards a team financial target and record 5 chargeable hours per day. You will have the ability to utilise case management and digital dictation software and will enjoy using social media to promote and develop the team's client base and the wider practice. The main duties are set out in the job description.

When sourcing new colleagues, as well as looking for the appropriate competencies in relation to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

**Knowledge, Skills and Experience Required:**

Essential	Desirable
4+ years PQE Solicitor or FCILEx with good all round experience of private client work including: <ul style="list-style-type: none"> <li>• Will drafting</li> <li>• LPA's</li> <li>• Deputyships</li> <li>• Court of protection matters</li> <li>• Trusts &amp; Estates administration</li> </ul>	Member of STEP and/or SFE
The ability to utilise case management and digital dictation software	Previous supervisory experience
Proven ability to meet/exceed fee earning, time recording and billing targets	Skills/interest in presenting digital content
Proven ability to manage own caseload with minimal supervision.	
Ability to work as part of a team and provide guidance to other team members	
Working knowledge of Microsoft Office (Word/Excel)	
Excellent written and spoken English	
Good time management and organisational skills	
Good negotiation and business development skills	
High level of initiative	
Reliable and conscientious	
Good communication skills	
A high degree of professional integrity	
Pleasant demeanour	
Own transport (car)	

Salary: Negotiable dependent upon knowledge, skills & competency level  
Hours: Monday to Friday 9-5.00pm with 1 hour unpaid break (35 hours per week)  
Holidays: 25 days plus bank holidays and half a day annual leave for birthday.  
Other benefits: Contributory pension scheme, life Assurance scheme (subject to eligibility), Perk box employee rewards scheme, homeworking opportunities (after probation period), flexitime (after probation period)