**PRIVATE CLIENT SOLICITOR (NQ)**

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| **Job Title** | Solicitor  |
| **Salary Scale**  | Competitive |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Job Purpose** | To provide a professional and exemplary legal service to our family business clients.  |
| **Management Responsibility for** | None |

**Main Duties and Responsibilities**

* Advise high net worth clients and family business clients (including entrepreneurial clients) on the protection of their assets
* Help families to decide on the most appropriate structures for owning assets (trusts, partnerships, family investment companies)
* Accurately prepare and draft legal documentation and correspondence relating to family and business governance, commercial and corporate issues, asset protection, succession and tax planning, and mediation
* Help clients navigate through tax planning issues and work alongside existing tax advisors and accountants
* Assist clients to work out a succession plan alongside their Wills and estate planning
* Help family business clients to manage business continuity, conflicts or challenging family dynamics and help them to deliver their philanthropic objectives
* Proactively manage your own caseload and drive forward work for others within the team
* Identify and resolve any problems experienced by our clients in a professional manner
* Meet or exceed individual financial targets
* Have a good working knowledge of private client law and keep up-to-date with any developments through events/ training
* Collaborate with other professionals – accountants/wealth planners/tax advisers/lawyers (as part of trusted adviser teams) to deliver solutions for HNW clients
* Actively seek to build your professional network and promote MBM to external peers
* Prepare articles and blogs for the website and press/ professional publications
* Build good relationships internally, support senior colleagues and advise colleagues with different specialisms
* Adhere to firm processes in relation to financial policies, time recording and AML compliance
* Maintain accurate records on the firms document management system.

**Skills, Knowledge and Experience**

* Previous experience dealing with high-net-worth individuals in a commercial or private client environment is desirable
* Previous experience dealing with trusts is essential
* A commercial focus in managing workload effectively and efficiently
* Mindset to exceed team and client expectations
* Wider experience in a different legal discipline with transferable skills would be considered
* Working towards or prepared to start STEP qualifications
* Excellent interpersonal skills, both written and oral is essential
* Able to build professional relationships with clients and third parties
* A high level of accuracy and strong attention to detail
* Good working knowledge of Microsoft Office applications.