



Family Solicitor/CFILEx/Senior Legal Clerk

We are currently looking for an ambitious Family Solicitor/CFILEx/Senior Legal Clerk to expand our family department. The ideal candidate will be motivated, enthusiastic and will be acutely aware of the current challenges faced by family teams.

We deal with a range of family matters – divorce, ancillary relief, private children matters and care proceedings. We specialise in providing advice and representation on all aspects of family. The successful candidate will be running a caseload of family files and be assisting to develop the department and helping to win further business.

Duties will include (list not exhaustive):

- **Fee Earning** – assisting and running a caseload of family matters including divorce, ancillary relief, private children matters and care proceedings.
- **Financial/Fees management** - ensuring fees are managed at all times. Financial management and ensuring all case fees are collected.
- **Business development and marketing** – building relationships and connections across the country to develop and maintain the supply of work and coordination of cases with other connected parties. Sourcing, developing & maintaining relationships with counsel and experts. Negotiating fees where required. Drafting blogs and articles, engaging with marketing and PR exercises.
- **Compliance matters** – to ensure the internal business system standards are adhered to at all times.
- **Training** – Organising training to achieve all standards required. To assist with the training and development of other team members.
- **Business planning** – to assist with reviewing and achieving strategic goals, researching, planning and improving the department's business processes and staff to maximise efficiency and utilisation. To work alongside and support other Team Leaders, Supervisors, Costs Team, Head of Departments, Practice Director, Partners and support departments, such as Marketing, IT and Accounts to ensure strategic goals are achieved. To keep abreast of latest developments in case law, costings and billing practices, LAA and MoJ developments and market trends.
- **IT** – to assist with achieving IT strategic goals maximising efficiency and utilisation. To support the implementation and continued development of the new IT processes.

To be considered for this excellent opportunity, the attributes required are:

- Experienced Family Solicitor/CFILEx/Senior Legal Clerk.
- Experienced within technical areas with the ability to run cases under supervision.
- Excellent organisation skills and the ability to work in a fast paced department working to strict deadlines.
- An excellent knowledge of the financial aspects of private billing, legal aid billing and LAA rules.



- Ability to work on own initiative with excellent customer service skills. Excellent communication skills, both oral and written. Reliable, honest and trustworthy.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues. Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Excellent IT skills with ability to utilise/improve a case management system.
- Commercial attitude with ability to practice good financial management of files and caseload.
- The role will also involve business development and you will need the desire to play an active part in the marketing and development of the firm. Actively networking and raising the profile of the department/firm locally, attending local/ regional functions and events.
- Well organised, with a clear and professional telephone manner. Well presented, enthusiastic, punctual, confident, and self-motivated.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Desirable aspects are:

- More experienced in ancillary relief/financial aspects in family cases.
- Marketing and Networking experience.
- Business development experience.

This role offers the opportunity to join an established and developing law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows.

Please send your CV and covering letter to sbirchall@kirwans.co.uk.