



Criminal Solicitor/CFILEx Advocate

We are currently looking for an ambitious Criminal Solicitor/CFILEx Advocate to work within our busy Criminal Team. We deal with a range of criminal matters - general crime, fraud and motoring offences. We specialise in providing advice and representation on all aspects of crime and motor offences.

The ideal candidate will be motivated, enthusiastic, a strong advocate and will be acutely aware of the current challenges faced by criminal teams. The candidate must be an experienced Advocate and have extensive experience of running a mixed caseload of criminal cases. It is essential that the candidate is able to take part in the Police Station out of hours rota and be available to work outside of normal working hours when required, including weekends. The candidate must be familiar with police station, court and chambers procedures and etiquette.

Duties will include (list not exhaustive):

- **Fee Earning** – running a caseload of criminal matters.
- **Financial/Fees management** - ensuring fees are managed at all times. Financial management and ensuring all case fees are collected. Billing own files and Legal Aid funded files. To work alongside and support Supervisors in the department on financial management.
- **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** – To assist with the training and development of other team members.
- **Business planning** – to assist with achieving strategic goals. To work alongside and support Head of Department/Deputy Head of Department, Practice Director, Partners, Billing Team 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 implementation and continued development of the new IT processes.

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

- Solicitor/CFILEx Advocate with 3 years plus PQE.
- Ability to run a caseload under limited supervision.
- Qualified as a Lexcel and LAA supervisor or willingness to attain this status.



- 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.
- Good working knowledge of the Legal Aid Crime Contract.
- Commercial attitude with ability to practice good financial management of files and caseload.
- An excellent working knowledge of the financial aspects of legal aid billing and LAA rules.
- Excellent organisation skills and the ability to work in a fast paced department working to strict deadlines.
- Excellent IT skills including the ability to utilise and improve a case management system. Good working knowledge of legal databases.
- Ability to work on own initiative with excellent customer service skills. Excellent communication skills, both oral and written. Reliable, honest and trustworthy.
- Ability to identify opportunities for improvement and make constructive suggestions for change.
- 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.
- 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.
- Well organised, with a clear and professional telephone manner. Well presented, enthusiastic, punctual, confident, and self-motivated.
- Have commitment to core values of hard work, business focus, transparency, integrity, team work, excellent communication and personal fulfilment.

Desirable aspects are:

- 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.