

Job description – Family Lawyer

Position	Family Lawyer – 5 + years PQE solicitor or qualified legal executive
Job purpose	As a lawyer within the Legal 500 and Chambers & Partners ranked family team you will manage a caseload of family matters to assist with the continued expansion of the team
Reports to	Partner head of family
Accountable to	Partners of the firm
Hours	38.75 per week (part-time and some hybrid working will be considered). Office hours 8:45 am – 17:30 pm.
Location	Office: Winston Solicitors 112 Street Lane Leeds LS8 2AL

Job Summary

Managing your own caseload of family matters, with support within the team, providing high levels of client care and quality service to build the brand and profile of the department and firm.

1. You will run your own caseload of family matters including pre and post nuptial agreements, cohabitation agreements, divorce and financial settlements for both married and unmarried couples and children act matters, as well as injunctive relief when required.
2. You will be supported by the firm's case management system with in-firm IT support.
3. You will communicate internally with the family team, support staff and finance department and externally with clients and other third parties as required.
4. Adhering to the Anti-Money Laundering regulations, in particular verifying client and other third parties' identification in line with the raising any potential money laundering concerns to the Compliance officer.
5. While managing your own case load you may also work with others in the team on complex cases.
6. You will take part in business development activities with the support of others in the team and the marketing department in line with the team and firm's business development strategy.
7. You will have access to training to develop relevant knowledge, techniques and skills.
8. You will work with clients in person, and remotely and attend Court venues when required.

Essential skills, experience and qualifications

Skills

- Excellent English language and communication skills both verbal and written
- Excellent team player who is able to get on with others and work collegiately within the team and with the wider firm
- Good organisational skills with the ability to multi-task
- Ability to work autonomously
- Ability to effectively manage conflicting priorities and enjoy the challenge of managing a caseload
- High attention to detail and accuracy with figures
- Ability to make timely and well-considered decisions
- Must be adept in use of MS Office, particularly Word and ideally with a working knowledge of Excel internet and email, and ideally case management systems to a basic level
- Possess commercial awareness
- Ability to identify risk and carry out effective risk assessment

Knowledge and experience required

- Knowledge of law concerning pre and post nuptial agreements, cohabitation agreements, divorce and financial settlements for both married and unmarried couples and children act matters, as well as injunctive relief relevant to financial cases and experience of working within this area including representing clients in Court in interim hearings up to the stage of final hearings.

Qualifications required

- Minimum of 5 years PQE