

Full-Time Family Solicitor required for busy firm of Solicitors (office-based role).

Location

Carter Bells LLP, Kings' Stone House, 12 High Street, Kingston upon Thames, Surrey KT1 1HD.

Our firm

We are an established firm of Solicitors in Kingston upon Thames, having 5 partners and over twenty five support staff including Solicitors. The firm is organised into four divisions, Litigation and Family, Private Client (Probate and Estates), Residential Conveyancing and Commercial. Carter Bells holds ISO 9001:2015 accreditation with Lawnet (a quality standard similar to Lexcel).

The role

The suitable applicant will have previous experience in Family Law, having conducted their own caseload and advised in the following areas:

- Divorce
- Financial Remedy Orders
- Co-habitee disputes including Trust of Land and Appointment of Trustees applications
- Children, including child arrangements orders
- Schedule 1 applications
- Pre- and post-nuptial agreements
- Co-habitation agreements
- Parenting plans
- Some experience of advising in relation to alternative dispute resolution

If the applicant is a qualified Mediator, that would be advantageous.

The candidate will assist in the Family Department and conduct their own caseload with supervision.

The candidate must:

- Have good keyboard skills
- Be able to use Word and Excel for document production
- Use audio digital dictation
- Manage emails and electronic diary through Outlook
- Have good communication skills to liaise with clients and all other parties involved in the legal process
- Be able to prioritise workload
- Follow the firm's procedures
- Have good numeracy and written skills

In addition, the candidate will be a good organiser, able to communicate with clients and others, able to work under pressure and conclude assigned tasks efficiently and accurately. Previous experience of Family Law is essential. The position would suit a one to three-year PQE, but more experienced candidates will also be considered.

The hours of work are full-time, in the office between 9.00am and 5.30pm with one hour for lunch.

Salary dependent on experience.

Applications: in writing with current CV to Emily Sanders:
Emily.Sanders@carterbells.co.uk