

JOB DESCRIPTION

JOB TITLE	Solicitor	
DEPARTMENT	Family	DATE February 2020
RESPONSIBLE TO: Department Head		
RESPONSIBLE FOR:		
PURPOSE OF JOB To provide legal advice, assistance and representation to clients of the Company within the Family department.		
DUTIES		
1 Legal		
<ul style="list-style-type: none"> • To provide legal advice, assistance and representation to clients in the following key areas: - <ul style="list-style-type: none"> - Divorce - Private law children - Financial Remedy - Cohabitee/unmarried disputes & TOLATA • To comply with the Company's policy and department procedures on the following: - <ul style="list-style-type: none"> (i) taking and confirming instructions (ii) client care (iii) file management (iv) file organisation (v) file review procedure • To follow the Company's procedures when instructing approved external experts. • To seek assistance from the department head/colleagues whilst progressing cases and particularly in respect of unusual or complex/non-routine issues arising on cases. 		
2 Financial		
<ul style="list-style-type: none"> • To seek to maximise chargeable hours, profitability and cashflow. • To adhere to the Company's Financial Management and Invoicing/Credit Control policies. • To liaise with the Finance Department and Debt Recovery Department as necessary. 		
3 IT		
<ul style="list-style-type: none"> • To make the most effective use of the:- <ul style="list-style-type: none"> ○ OMS, Audio/Digital Dictation and Voicemail systems ○ Email system ○ Internet and Intranet. • To use the Outlook calendar for effective diary management. 		

- **Business Development**

- To seek to maximise internal and external referrals.
- To proactively work with the Department Head, the Marketing Manager and colleagues to assist in generating new business as required.

- **General**

- To make appropriate recommendations for service improvement.
- To attend and represent the department at meetings, as required.
- To undertake any other appropriate duties as may be required.
- To comply with all Company policies and procedures
- To comply with SRA learning and development requirements to ensure compliance to the Statement of Solicitor Competence.
- To support junior members of staff with their development.

This job description will be reviewed annually and amended in consultation with the post holder