

VACANCY

FAMILY LAW SOLICITOR

We are looking for a qualified family law solicitor to join the team in our busy small practice on the edge of the Yorkshire Dales. Moore Family Law is highly regarded in the region, and we value our reputation for providing an efficient and reassuring service for clients who are at their most vulnerable.

All PQE will be considered and any specialisms welcome.

Salary on application, commensurate with experience.

28 days holiday plus Bank Holidays

Pension auto enrolment after 3 month probationary period

Your varied role would include:

- Managing a full caseload of fee earning cases covering a range of family law including:
 - Divorce
 - Cohabitation
 - Ancillary relief
 - Children
- Maintaining and documenting the timely and accurate of work for clients
- Supervising paralegal staff when required
- Supporting colleagues during busy periods, holiday or sickness absences, if required
- Positive communication with external organisations to promote the practice
- Participating in practice review meetings
- Credit control for your clients, with admin support

Essentials skills we'd need you to bring include:

- A warm personality that fosters long-term client relationships
- Good verbal communication skills
- Proficiency in using Microsoft Office and Proclaim software
- Good written communication skills using concise language phrased for the layman with good grammar and punctuation
- The ability to 'muck in' in a small team environment
- A positive outlook and working ethos
- Attention to detail and confidentiality in communications with clients and colleagues
- Good time management and organisation skills to manage your workload

Agreed Key Performance Indicators are measured on:

- Billing levels
- Time recording
- Aged debt

- Client feedback
- Compliance with the Solicitors' Code of Conduct and Conveyancing Quality Standard and Solicitors' Accounts Rules
- Your continuous professional development efforts to keep your expertise current

If you're up for the challenge, we would love to hear from you. In the first instance please call Fiona Moore on 01756 798200 or email Fiona Moore on fiona@moorefamilylaw.co.uk