



Junior Fee Earner – Family Department

Clarke & Son is a highly regarded full service law firm. Although traditionally a high street practice, we have an expanding and ambitious team that has developed a client base covering the South of England and London.

We are looking for a highly motivated individual to join our Family Law team. The candidate will share an existing caseload comprising of family work and will then be responsible for the development of that allocated caseload through business development, marketing and referral/recommendation.

It is essential that you are a confident networker as well as technically excellent with the skills to grow and expand your caseload.

1. Primary Duties

- Generally to engage in and promote the Family work of the firm maintaining the highest standards of practice
- Responsible for the firms family work with fellow colleagues
- Assisting with the marketing and business development activities of the department with fellow colleagues
- Accountable to head of Litigation

2. Job Description

- Management of time recording, billing and fee recovery for work carried out
- Training – self – Professional (Ensuring compliance with CPD requirements), I.T and Management
- Training – others – to assist in and promote staff training and development
- To utilise the firms I.T and case management systems
- To remain up to date with quality initiatives and SRA requirements
- To carry out other tasks commensurate with position as a fee earner or as are reasonably requested by the partners
- To engage in any initiatives or activities as reasonably requested by the Partners in relation to the marketing of the services of the firm generally
- To attend the CAB together with other Fee earners to fulfil the firms commitment to the CAB free advice sessions
- Generally to promote the reputation of the firm
- Other terms and conditions in accordance with the firms standard Fee Earner contracts of employment
- To collaborate in the business plan for the family department
- To assist with marketing issues for the family department
- To attend fee earner meetings

3. Key Characteristics

The right candidate will have the following attributes:

- 2+ years PQE but all relevant candidates welcome

- The ability to inspire confidence in their relationships with clients and other members of the firm
- Excellent communication skills
- Good technical skills to enable the candidate to be able to work effectively and also independently if other colleagues are away from the office for any reason
- The skills to support the department move forward effectively with the target of developing work levels
- Confident networker with the ability to build your own client base

Benefits

- Generous holiday allowance
- Additional birthday day off
- Commission for any introductions of new clients
- Role is office based but with an element of flexibility for home working
- Staff pension scheme
- Paycare health plan

If you think you are the right person for this job and would like to apply please send your CV and covering letter to Darren Lovegrove dlovegrove@clarkeandson.co.uk.