Position: **WTP Fee Earner**

Department: **Wills, Trusts & Probate (Pre-Death Team)**

Location: **Ware & Hertford**

Education & Professional Qualifications required:

Solicitor or GILEX / FILEX

Professional Experience required (i.e. years PQE):

NQ-6 years PQE, either hold STEP membership already, in the process of acquiring the qualification or be keen to work towards this, although not essential to the role.

Personal Skills:

Good team player, flexible, self-sufficient and self-supporting (other than admin assistance with file openings etc), good IT literacy, ability to deal with clients from a broad demographic from the more modest to the high net worth, an ability to deal with older clients, adaptable and motivated and content to work in a busy fast moving environment. The fee earner will be supervised and given all necessary support but must be happy to work on their own initiative and independently with a balance of working in the office and home based working. Keen to get involved in networking and business development activities where the opportunity presents itself and be a great ambassador for our firm generally. An awareness of the opportunities to cross refer work within the department itself (between Pre and Post-Death Teams) and also to other departments within the firm.

Personal Qualities of Special Importance:

An ability to work calmly and methodically under pressure during particularly busy periods.

Personal Circumstances, Client Following, Car owner etc:

Car owner in order to easily travel between Hertford and Ware offices as and when required in order to meet with clients and take instructions where meetings via Teams / Zoom etc not possible and conduct home visits in and around the Ware and Hertford area when the need arises.

Outline of role and responsibilities:

- Taking instructions and preparation of basic to the more complex Wills involving trusts, LPAs and general POAs, Living Wills / Advance Directives.

- Workload will involve some Probate and administration of estates, from the basic (below IHT threshold) to some more valuable / taxable estates involving IHT400's and relevant schedules, claiming appropriate reliefs. This work would feature to a lesser extent than our Pre-Death work though.

- Ability to administer estates where the deceased has died intestate and a good understanding of the intestacy rules and procedures.

- An understanding of trusts and basic principles of tax affecting trusts upon creation and during the lifetime of the trust, when their use would be appropriate within Wills and creation of a trust may be desirable during lifetime.

- A basic understanding of the set up and administration of Life Interest trusts and Discretionary trusts following a death where such trusts are to be found in a deceased's Will, as well as an understanding of the mechanism for collapsing Discretionary Trusts as part of the administration of an estate if not required. Whilst a solid understanding of this aspect of private client work is necessary there will be much less day to day practical involvement in dealing with this work as would tend to fall to our Post-Death Team.

- Awareness and sound practical experience and knowledge of the issues affecting the older client in particular and understanding of the Court of Protection and Deputyship work where the mentally incapacitated client is concerned, as this falls directly within the remit of our Pre-Death Team specialists.

To apply for the above vacancy, please email your CV with covering letter detailing salary expectations to: catherine.dean@attwaters.co.uk