

Associate (Probate Specialist) (3-4 PQE), London

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

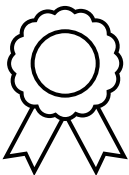
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Associate (Probate Specialist) 3-4 PQE

We have a fantastic opportunity for an Associate, with a focus on probate and who specialises in all matters relating to the administration of the estates, to join our growing UKPC team. The team is part of our wider UK Private Client group, and this role will be based from our London office.

The successful candidate will need to be able to handle the administration of estates from beginning to end and have experience in dealing with intestacies, Inheritance Tax paying estates, cross-border succession and deeds of variation. The estates in question will often be complex involving trusts and tax planning, and of high value.

Roles and Responsibilities

- Collating information about the deceased's estate in a thorough and sensitive way.
- Liaising with third parties to obtain key bits of information about the deceased and the deceased's assets.
- Analysing trust provisions in a Will and advising the executors and trustees accordingly.
- Advising on the inheritance tax position of an estate, including the availability of the Residence Nil Rate Band.
- Advising on cross-border issues and liaising with foreign advisors, as and when it is appropriate to do so.
- Providing detailed scopes of work and realistic cost estimates up to the grant of representation and beyond.
- Complying with all relevant and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Person Specification

- Qualified Solicitor or CILEX qualified with 3-4 years' PQE.
- Ideally STEP qualified.
- Excellent knowledge of the law and practice in relation to the administration of estates.
- A thorough understanding of inheritance tax and trusts.
- Experience of working in a similar role.

- Highly computer literate and having experience of working with Probate software.
- Possess excellent team working skills with the ability to work with colleagues of all levels, including supervising, co-ordinating, delegating, mentoring and guiding less experienced members of the team as required.
- Demonstrate excellent communication skills and be able to develop and maintain client relationships amongst a diverse group of clients.
- Be organised and have the authority to tackle difficult issues as and when they arise.
- Be capable of running a significant number of files and work matters simultaneously.
- Be confident in both verbal and written communication with a diverse range of clients.
- Have a flexible approach and willing to go the extra mile.

Competencies

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| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.