

Senior Associate / Attorney – International Estate Planning, New York

Job Description



Who We Are



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 recognize 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.



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

Senior Associate / Attorney – International Estate Planning

We are an international law firm advising private capital at the intersection of personal, family and business. Our US platform is expanding, offering high-quality cross-border work within a collaborative, internationally connected practice.

We are seeking an experienced international estate planning attorney to join our growing US Private Client & Tax practice in New York. This role offers the opportunity to join at an early stage in a growing international practice supporting attorneys in the preparation and delivery of bespoke tax and estate planning advice for high-net-worth individuals and families.

This is an excellent opportunity for an experienced attorney who enjoys the technical and strategic side of international tax and estate planning and who wants to work on complex, cross-border matters in a collaborative environment.

Roles and Responsibilities

International Tax Analysis and Research:

- Analyze complex, cross-border tax issues for US-connected individuals and families who have assets, businesses or family members based outside the United States.
- Communicate the results of that analysis in clear and concise written work product that is technically sound.

Project Management:

- Proactively manage projects up to the stage of partner review with a focus on exceeding client expectations on timing/responsiveness, technical excellence and efficiency.
- The successful candidate will have the personal skills and judgement necessary to interact with clients and intermediaries on a daily basis and the ability to work collaboratively with colleagues as part of an integrated team across offices and around the world.

Document Drafting & Technical Delivery:

Draft and prepare a full suite of international estate planning documents, including:

- Wills (including tax-planned structures)
- Revocable and irrevocable trusts
- Advanced wealth transfer planning documents
- Powers of attorney and healthcare directives
- Ancillary documents (e.g. deeds, funding schedules, assignment documents)
- Customization of documentation based on attorney guidance, client intake data, and established firm templates
- Preparation of complete estate planning packages, ensuring consistency across all documents

Collaboration & Matter Support:

- Work closely with attorneys, trust companies, private bankers, accountants and other advisors to support the implementation of comprehensive tax and estate planning strategies
- Incorporate revisions and feedback efficiently
- Liaise with internal stakeholders to gather information and ensure smooth progression of matters
- Support more junior colleagues with achieving success through mentoring and consistent constructive feedback while taking ownership of delivering an error free final work product

Workflow, Systems & Process Contribution:

- Use estate planning software and firm templates to produce documents efficiently
- Maintain organised document management, including version control and file integrity
- Contribute to the refinement of templates, precedents, and internal drafting processes
- Stay current with developments in international estate planning practices, including relevant legal and tax considerations
- Comply with all relevant legal and regulatory obligations in New York
- Assist with trust administration and estate settlement matters as needed

- Review and analyze estate structures, asset titling, and tax considerations to support planning objectives

Skills and Experience

- An Associate Attorney admitted to the New York State Bar.
- Minimum 5+ years' experience within a law firm or specialist legal environment
- Deep knowledge of cross-border US tax and trust issues
- LL.M. in Taxation a plus

Person Specification

- Excellent written and verbal communication skills, with the ability to present complex information in a clear and concise manner
- Collegial and responsive to feedback
- Strong analytical and problem-solving skills
- Ability to work with a significant level of independence while appropriately escalating complex issues
- Flexibility and adaptability in a fast-paced and changing environment that includes stakeholders in other countries/time zones
- Client-focused mindset with a track record of responsiveness and service excellence

Contact

If you have any queries, please 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.