
Solicitor Consultant/Legal Executive required - Wills & Probate

The Vacancy

An excellent opportunity has arisen for a driven Consultant Solicitor or Legal Executive to join our Lexcel accredited, private client team at Virgo Solicitors Limited.

Skills, Experience and Attributes

The successful candidate should have a minimum of 3 years PQE, with either a full STEP membership or working towards this qualification and a proven track record in dealing with estate administration both probate and intestacy, applying for grants of representation, dealing with related inheritance tax returns, and Will drafting and drafting of lasting powers of attorney (both finance & property and health & welfare) and Court of Protection deputyship cases.

You must be an ambitious individual with exceptional interpersonal skills and outstanding client care to ensure that the firm's existing quality standards are maintained. The ability to handle a sensitive and complex high-quality mixed caseload is advantageous.

The role will be client facing, so it is essential that you are a confident communicator with the ability to deal with clients (with sensitivity and with discretion) and other staff proactively and professionally.

Virgo Solicitors Limited

Suite 21, Imperial House, 64 Willoughby Lane, Tottenham, London N17 0SP
Tel: 020 8885 3999 | Fax: 020 8885 4114 | Email: info@virgosolicitors.co.uk
Website: www.virgosolicitors.co.uk | Notary Website: www.abesstaqi.com



Contracted with the Legal Aid Agency

Duties

- Manage a caseload of files, under supervision, dealing effectively with cases and transactions including meeting clients to take instructions, drafting of both simple and reasonably complex Wills, comfortable dealing with both testate and intestate estates of a non-taxable and taxable nature.
- Dealing directly with clients to take instructions and ensure full understanding in order to deliver on client expectations.
- Working closely with the Director and senior lawyers to develop client relationship skills.
- Effectively scope and price work, under supervision.
- Advising a wide range of clients at various stages in their professional and personal lives and ensuring that clients' affairs are managed in a tax efficient way.

The Company

VIRGO SOLICITORS LIMITED is a progressive law firm specialising in Immigration (both private and legal aid) and Housing (both private and legal aid) and conveyancing (commercial leases only) work. We are well established with a proud and long history in the local area of N17 and surrounding North London areas. We are committed to delivering the best services and personalised solutions to our varied client base of private and commercial clients. Our friendly, accessible and supportive culture is incredibly important to us. Our people are our greatest strength.

Due to recent growth, and business opportunities, we are looking for a wills & probate/private client consultant solicitor or legal executive to join our private client team.

Interviews

Interviews will take place in person at our office situated at Virgo Solicitors Limited, Imperial House, 64 Willoughby Lane, London, N17 0SP or via Microsoft Teams.

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Contact:

To apply or express an interest please initially send a cover letter & CV to the Director, Dr. Abess Taqi, Solicitor & Notary Public
abess@virgosolicitors.co.uk



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Immigration & Asylum

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