**Job Description**

**Job Title: Solicitor Department: Residential Property**

**Terms: Full time** **Salary: Competitive**

Tanners Solicitors LLP are looking for an experienced residential lawyer to join our growing property team based in Cirencester. Working in a friendly professional team dealing with bespoke country houses and City properties for our high net worth client base. This is a unique opportunity for someone looking for a new challenge in their career. Cirencester is a lovely market town in Gloucester and offers a wonderful area to both live and work in. A relocation package would be available to the right candidate.

**Role**

To be responsible for managing a caseload of conveyancing cases to a high standard. To manage the transactions pro-actively through to exchange and completion while ensuring exceptional levels of client care.

As part of our residential property team this is a fee earning role requiring high standards of accuracy and efficiency with confident delivery of day to day conveyancing requirements. The ability to handle transactional work is a must as is the ability to develop existing and new client relationships.

The department is well established and is an integral part of the future of the firm and there will be a requirement to develop existing relationships with clients and external sources such as estate agents whilst contributing towards to the successful development of the department.

**The successful candidate will:**

* have a good working knowledge of all aspects of general residential property work;
* be able to manage a varied caseload efficiently and cost effectively with minimal supervision
* be able to assist and offer support to partners and senior lawyers;
* be ambitious and willing to learn new skills;
* have excellent written communication and attention to detail;
* be able to work independently and as part of a team;
* process instructions in accordance with established procedures of both good practice and the firm’s case management system;
* deliver strong client service through effective communication;
* effect financial controls with particular regard to accurate preparation of completion statements and bills and the effective collection of monies on account;
* ensure confidentiality and security of all firm and client documentation and information;
* adhere to firm and SRA risk and compliance practices;
* provide a profitable contribution to the work of the department by meeting and exceeding billing targets;

**Key skills and experience:**

* Qualified Solicitor, Licensed Conveyancer or Legal Executive with a minimum of 3-4 year’s PQE or equivalent with proven experience
* Experience of working with case management systems
* Excellent organisational skills
* Confident and approachable manner
* Self sufficient and able to work with minimum supervision
* Ability to relate to clients at all levels and demonstrate excellent levels of client care
* Good team player
* Excellent communication skills
* Ability to forge and develop business relationships
* Commercial acumen
* Genuine desire to be involved in the future growth plans for the firm

**Benefits of working at Tanners:**

* Free car parking
* Private Medical Insurance
* Flexible working where appropriate
* Generous holiday allowance plus Christmas shut down & Bank holidays
* Opportunities for training & development within the firm
* Pension & life cover

For more information please or to apply please contact

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