

**Job description**

**Job Title:** Company Commercial Solicitor

**Reporting to:** Partner -Head of Commercial Services

*This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop, and working practices will change; in order to meet the demands of new legislation, and the requirements of the Firm. It is expected that the post holder will contribute to and assist with all future developments.*

**Overall purpose:**

To assist in the running of a profitable case load delivering high quality legal services in the Company Commercial Department.

**Main Duties:**

Client Care

* Ensure high standards of client care at all times.
* Provide high quality specialised legal services, to satisfy the reasonable demands and requirements of clients and the Firm, and especially to:
* take instructions from clients on a matter and to act on behalf of clients to bring the matter to a satisfactory conclusion;
* review case files on a regular basis;
* deal with the day-to-day post and other correspondence and telephone calls promptly;
* draft correspondence, reports and legal documents
* ensure that all time limits are kept;
* ensure that all matters are kept up to date and dealt within appropriate time scales.

Areas of Legal Practice

Including, but not limited to:

* company and business sales and purchases;
* contract drafting;
* private equity/investment documentation;
* shareholders agreements and disputes;
* share capital restructuring;
* employee share option and other incentive schemes;
* business start-ups and business succession planning.

File Management and administration

* Ensure that department files are well ordered, clear and comply with with the Law Society, office and all other necessary requirements.
* Ensure proper and accurate records are kept of time expended on matters where fees are charged on a time basis and ensure that estimates for work are approved by a Partner and reviewed on a regular basis.
* Ensure compliance with Solicitors Accounts Rules and Rules of Professional Conduct of Solicitors.
* Ensure confidentiality and security of Firm’s and client’s documentation.

Marketing

* Initiate, develop and participate in the marketing of the Company Commercial department, to promote the Firm, to maintain and develop existing client relationships and to attract new clients.

Profitability/Financials

• Aim to achieve billing and chargeable hours targets, to control disbursements and render bills promptly for the overall benefit of the Firm.

Staff Management

* Ensure work given to support and assistant staff is appropriately set, supervised and reviewed.
* Check carefully any documents before dispatch.
* Ensure that the department complies with all risk-management procedures.

General

* Keep up to date with the latest legal and practice developments, plan and attend relevant courses, meet agreed targets, help develop the Company Commercial department.
* Be positive and supportive of Partners, colleagues and clients of the Firm.
* Keep confidential any and all client information.
* Assist colleagues inside and outside the Company Commercial department, if requested.
* Appreciate that flexibility in your role is paramount.
* Any other duties which may be required in line with the role of Solicitor.

Person Specification

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| Essential  | Desirable  |
| Education and Qualifications* Qualified Solicitor
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| Experience* Strong experience in Company Commercial law
* Experience of marketing and delivering PR initiatives
* Experience of managing and leading a team
* Strong track record in meeting fee targets
 |  * 5 years or more PQE in Company Commercial law

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| Knowledge and Skills* Very good interpersonal skills
* In depth knowledge of Company Commercial law
* Highly organised
* Excellent time management skills
* Able to prioritise own workload
* Able to contribute to improvements and changes
* Good file management skills and awareness
* Ability to deliver a high quality service
 | * Marketing skills
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| Personal attributes* Commercially minded
* Highly motivated
* Highly ambitious
* Personable
* Energetic and enthusiastic
* Flexible attitude and approach to work
* Able to work as part of a team
* Good client manner
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