**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title**: | Trainee Solicitor | **Location**: | Stroud |
| **Responsible To**: | Head of Department |  |  |

***Main purpose of the role:***

* Provide clients with an excellent level of service and advice which is compliant to current regulation and standards as well as achieving periodically agreed targets.

***Duties and responsibilities include but are not limited to:***

* Manage all work allocated to you by your Head of Department in accordance with the Office Manual.
* Progress client matters expeditiously and keep clients regularly informed.
* In liaison with the Accounts Department, you have responsibility for credit control on your matters.
* Maintain clear and precise communication with other personnel in the practice.
* Exercise high standards of client care (promoting our client charter) and professionalism.
* To comply with the current Solicitors’ Accounts Rules and the SRA Code of Conduct.
* Achieve all periodically agreed targets which as a minimum will include billing and time recording.
* Organise and attend CPD/internal courses subject to Head of Department agreement.
* Ensure the confidentiality and security of all Practice and Client documentation and information.
* Ensure good working relationships with external institutions and organisations.
* In liaison with your Head of Department, actively promote the practice, its image and ethos.
* Complete an initial three to six month paralegal period before the training contract commences.

***Please Note****: Head of Department also includes all of the Partners and the Practice Manager.*

***Salary and benefits:***

|  |  |
| --- | --- |
| * A salary in excess of the SRA recommended * 24 days of annual leave plus bank holidays * Employee Pension Scheme * Company Sick Scheme * Sponsored Training | * Bonus Scheme * Life Assurance * Opticians Scheme * Staff Discount |