

## **Job Advert: Associate Solicitor – Commercial Property Department**

**Location:** Sutton Weaver

**Salary:** Dependent on Experience

**Benefits:** Company Pension Scheme, Hybrid Working available, Wellness Packages, Life Insurance Scheme, Free Office Parking and a great team environment!

### **The Opportunity**

We are currently seeking an Associate Solicitor to join our team at Rowlinson's. We are a Solicitors firm with a modern outlook and pride ourselves on our level of service given to our clients. We are looking for an experienced Solicitor to work in our busy Commercial Property Team.

### **Main responsibilities**

- The conduct of Property Law matters on behalf of clients.
- Manage all client work allocated by the Head of the Department or any other Director and in accordance with the detailed procedures and quality standards detailed in the firms Office Manual, Procedures and Policies.
- Ensure that all client work is progressed expeditiously and that the client is kept regularly informed on progress and on costs.
- At all times to exercise high standards of client care in a professional and pleasant manner.
- The management, supervision and development of Assistants and any other support staff for whom he/she are responsible.
- Ensure the confidentiality and security of all the firms and client documentation and information.
- Achieve agreed individual or departmental billing and time recording targets in line with the firm's business plan.
- In close contact with the Accounts Department to have overall responsibility for credit control on own matters and have a thorough understanding of the firms accounting procedure.
- Maintain clear and precise communications with other personnel of the firm.

- Participate in marketing activities, whether on a firm wide or departmental basis, if asked to do so, and be active in promoting the services of the firm and its image and ethos.
- Ensuring compliance with quality control and risk management procedures for all matters within his/her control.
- Deputising or assisting other colleagues with their workload when needed or providing cover for annual leave or sickness.
- Ensure good working relationships with third parties, external organisations and other bodies.
- To take responsibility for and attend self-development.
- In conjunction with the firm, to comply with relevant training requirements, of the Solicitors Regulation Authority and to assist with in-house training as may be required.
- Comply with Solicitors Accounts Rules and the Solicitors Regulation Authority Code of Conduct or any other applicable rules as is required by any other professional body.
- Comply with the requirements of the Lexcel and Conveyancing Quality Scheme accreditations and the protocols contained within.

### **Required qualifications, skills and experience**

- Admitted to the Solicitors Roll.
- A minimum of two years experience in Property Law.
- To undertake and provide a profitable contribution to the work of the Property Department.
- To assist with the successful development of the firm in line with the business plan.
- Good computer and IT skills.
- Excellent communication skills.
- Excellent organisational skills and the ability to work to tight deadlines.

- The ability to manage and supervise junior members of staff and delegate accordingly if asked to do so.

### **Company Overview**

Whilst we might be a bit biased, we think we are a great business to work for. Employee well-being is at the heart of our ethos, and in addition we offer a substantial benefit package, including: a generous holiday entitlement, great pension scheme, Life Insurance, a great social culture and an ethos that promotes personal and professional development. You will be initially trained in our offices, but once trained you can then work on a hybrid working from home basis.