

Gill Akaster LLP Solicitors

Job description for: Family Practitioner

Job title: Family Law Practitioner

Reports to: Head of family team

Main purposes of role

The main purpose of your role will be to conduct a caseload of files for clients for private law children disputes and occasionally injunctions. On occasions such cases may be funded by the Legal Aid Agency so knowledge of the LAA systems and processes will be an advantage.

Required skills, knowledge and experience

Essential

1. A competent practitioner
2. Driven and with high integrity and high energy
3. Ability to manage client expectations
4. Effective credit control
5. Competent file management
6. A proven team player
7. Willing to work under supervision and receptive to constructive criticism
8. An individual who sets quality as a prime objective in everything they do paying great attention to detail, with good research and drafting skills
9. Fully conversant with Word, Outlook and Excel and used to working with computerised case management systems
10. An excellent communicator both written and public speaking
11. Willing to have contact with colleagues and clients outside of normal business hours where necessary

Desirable but not essential

1. Resolution accreditation or similar professional standard recognition
2. Proven track record in acting for clients in private law Children Act cases
3. Be used to working under LEXCEL or equivalent practice management standard

Key tasks (not an exhaustive list)

1. Conduct of matters on behalf of clients
2. Assist colleagues with their fee earning work where appropriate (e.g. during bottlenecks and leave periods),
3. Management and supervision of support services for which s/he is responsible
4. Financial control with particular regard to cashflow control through collection of monies on account and billing procedures
6. Perform fee earning work accurately, reliably and in accordance with the firm's quality and risk management procedures (Lexcel)
7. Attendance at departmental meetings, leading by example with contributions made at and subsequent to such events
9. Endeavour to promote the firm in their professional and personal lives
10. Maintain IT skills appropriate to modern legal practice