

Family Law Vacancy

An exciting opportunity has arisen for a Supervising Family Solicitor/Legal Executive or Senior Paralegal at Astraea Linskills.

We are a Legal 500 law firm who are family friendly, flexible and encourage all staff to fulfil their true potential.

Based in the city centre of Liverpool, we are very eager to grow our firm further and invite candidates to become a part of the exciting challenge.

Joining the practices small family team, the successful candidate will work closely with the enthusiastic, committed, and tenacious members of the department and handle their own busy case from instruction to conclusion. Wage dependent on experience.

Responsibilities

- Handling case load of predominantly privately funded work and some publicly funded work
- Working on all types of family matters
- Advising clients
- File management
- Oversee due diligence to legal aid applications
- Adhering to monthly file reviews and ensuring files are compliant, making adjustments when necessary
- Manage and run full case load
- Preparing client letters
- Drafting statements
- Preparing briefs for counsel
- Conducting conferences with clients in person and via video conferencing
- Instructing experts
- Preparing matters for court
- Ensuring high data integrity, attention to detail and representing the firm and the client to the highest standard
- Take over existing case load and business development
- Opportunity for progression

The Candidate

- Applications are welcomed from supervising solicitors, legal executives and senior paralegal's with family law experience
- Must have experience of mixed files – Divorce, Finance, Children
- Demonstrates excellent communication skills and is able to explain complex matters in clear, accessible language
- Work well individually and as part of a team
- Highly organised and able to work well when under pressure ensuring tight deadlines are met
- Is personable, professional, and client-focused
- Would be prepared to assist in other departments if the need arose

Benefits

- Competitive salary dependant on experience
- 25 days holiday (not including bank holidays)
- Continued peer support

Job Types: Full-time, Permanent

Please send your CV and covering letter to AngelaDempsey@a-l.law

In responding to this vacancy, please state your salary expectations.