



**attwells**<sup>LLP</sup>  
Your Jargon-Free Solicitors

### **Vacancy Profile**

Job Title:	Private Client Lawyer
Location:	Ipswich/Colchester
Hours:	9.00am – 5.00pm
Salary:	Dependent upon experience
Other benefits:	Participation in discretionary firm bonus schemes Interest Free Travel Loans Long service benefits after 4 years of employment
Holiday:	25 days per annum
Pension:	Auto enrolment on to our pension scheme

### **Who are Attwells?**

With its head office in Ipswich Attwells Solicitors is the leading property firm in East Anglia with a boutique London office. Committed to helping its people get ahead Attwells' lawyers are positive and enjoy strong personal relationships with their clients.

Working at Attwells is about the "4Ps":

Personal – Caring for our clients and one another  
Professional – Always acting with trust and integrity  
Progressive – Growing and improving for our clients and ourselves  
Positive and being a "can-do" team player.

If this is you then we would like to hear from you.

Attwells believes in rewarding long service and therefore all employees who have been with Attwells for over 4 years are entitled to the following:

- Free parking contribution to travel
- Private medical cover
- Private health insurance
- Income protection

## **The Role**

We are looking for an experienced paralegal, solicitor or CILEX with a strong private client background to undertake a varied caseload of matters and to support our Private Client Department which acts for clients from all three of our offices.

The role will be based in Ipswich but some travel to our Colchester office may be required from time to time.

Experience in wills, powers of attorney, court of protection applications and probate applications is a necessity.

Experience in tax, trusts and contentious probate would be desired but not essential.

## **Essential Skills**

- Knowledge and previous experience of private client law
- Experience of working in office environment, prioritising and organising own work;
- Good use of Word and generally strong IT skills
- Demonstrable excellence in client care/customer service
- Strong academic background
- Strong communication and interpersonal skills
- Strong organisation and negotiation skills
- Ability to work under pressure

## **Competencies**

- Positive outlook
- Team player
- Professional
- Personable
- Caring
- Capable of demonstrating self-improvement
- Ambitious

To apply please send your CV, Covering Letter setting out why you would like to 'work at Attwells' and Equal Opportunities Monitoring Form (which can be found on our website) to [emma.matthews@attwells.com](mailto:emma.matthews@attwells.com)