

# Job description

<b>Job Title:</b>	Wills and Probate Solicitor (5-8 years' PQE)
<b>Reporting to:</b>	Head of Wills and Probate
<b>Based at:</b>	9 Cathedral Road, Cardiff CF11 9HA or Unit F12, InTec, Ffordd y Parc, Parc Menai, Bangor, LL57 4FG, with some flexibility to work from home up to 2 days per week after successful completion of probation period
<b>Hours:</b>	37.5 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays is possible, depending on business needs
<b>Salary:</b>	£TBC depending on experience
<b>Benefits:</b>	25 days holiday per annum, plus statutory and bank holidays. Private medical insurance (option to add family members at own cost) 5% pension contribution Death in service cover Company sick pay of up to 4 weeks per year Ride to Work scheme Ability to apply to learn Welsh in working time or attend refresher courses Gym discounts scheme Recruitment bonus for successfully referring someone to join the team Progressive family leave policies
<b>Purpose of Role:</b>	<p>We are seeking an experienced Wills and Probate Solicitor with 5-8 years' post-qualification experience to join our growing team. This role is suited to a solicitor who can work autonomously, provide pragmatic and focused advice, and manage a varied caseload across the range of Wills and Probate and other Private Client matters including Trusts, Lasting Powers of Attorney and Court of Protection applications.</p> <p>The successful candidate will demonstrate strong technical competence, excellent interpersonal skills, and the ability to build and maintain trusted client relationships with sensitivity and discretion.</p>
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>• Advise on and draft Wills, including those involving complex family and financial circumstances.</li> <li>• Provide detailed Inheritance Tax advice and Estate Planning.</li> <li>• Deliver advice and draft documentation for Lasting Powers of Attorney.</li> <li>• Take instructions on and manage a full range of Probate/Estate Administration matters (taxable and non-taxable, testate and intestate).</li> <li>• Explain and produce lifetime trusts.</li> <li>• Deal with non-contentious applications to the Court of Protection.</li> </ul>
<b>Technical Ability:</b>	<p><b>Qualifications &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Qualified Solicitor in England &amp; Wales with 5–8 years' PQE.</li> <li>• Demonstrable experience in Wills and Probate and other areas of Private Client work.</li> <li>• Proven ability to manage a varied caseload with minimal supervision.</li> <li>• Strong drafting experience across Wills, Trusts and Inheritance Tax Advice and Estate Planning.</li> <li>• Experience managing Estate Administrations and Court of Protection applications from start to finish.</li> </ul> <p><b>Knowledge &amp; Technical Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent working knowledge of UK legislation and case law.</li> <li>• Ability to understand the needs of different types of clients and to deliver clear, concise, and focused advice.</li> <li>• Strong analytical, drafting and problem-solving skills.</li> <li>• Confidence handling complex or sensitive matters with discretion.</li> </ul>

	<p><b>Communication &amp; Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>• Exceptional written and verbal communication skills.</li> <li>• Ability to build rapport and deliver a high standard of client service.</li> <li>• Skilled at presenting technical legal points in a practical, client-friendly way.</li> </ul>
<p><b>Person Specification:</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Commercial mindset, committed to helping with the continuing growth of the department</li> <li>• Pragmatic, solutions-oriented approach.</li> <li>• Organised, efficient and able to manage competing deadlines.</li> <li>• Proactive, collaborative and committed to delivering consistently high-quality work.</li> <li>• Professional and calm under pressure with strong judgement and discretion.</li> <li>• A flexible approach, willing to deal with a range of work and assist team members as required.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Welsh speaker</li> <li>• Experience supervising junior fee-earners or contributing to team development.</li> <li>• Business development experience, including networking or generating new work.</li> </ul>
<p><b>What we offer:</b></p>	<ul style="list-style-type: none"> <li>• Competitive salary and comprehensive benefits package.</li> <li>• Opportunities for progression and long-term career development.</li> <li>• Exposure to high-quality, varied Private Client work.</li> <li>• Supportive and collaborative team culture.</li> </ul>
<p><b>How to Apply:</b></p>	<p>Please send your CV and covering letter to Nick O'Sullivan at <a href="mailto:nosullivan@darwingray.com">nosullivan@darwingray.com</a></p>