

## Job Description

Job Title:	Solicitor/FCILEx
Department:	APJ
Reports to:	Team Manager
Location:	Daresbury

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### **JOB CONTEXT**

Anthony Philip James is an established legal practice within the financial product market that is responsible for generating legal claims against lenders, brokers and insurance underwriters to include unfair relationship claims and negligence claims

Anthony Philip James & Co is authorised and regulated by the Solicitors Regulation Authority. (SRA)

### **ORGANISATION**

Reports to                      Team Manager

### **OVERALL PURPOSE OF THE JOB**

This is an exciting and challenging role for a Solicitor/FCILEx with key duties in developing and maintaining good client relationships offering clear and concise advice whilst obtaining the best possible result for the client.

You will manage a Team to include a Paralegal and Legal Assistant offering a full support to clients, progressing cases to a high standard which will require excellent organisation skills, the ability to work under pressure whilst maintaining targets.

The role will require you to under all aspects of the court process to included drafting of pre action and interlocutory applications, particulars of claims, directions, witness statements, briefs to counsel, trial bundles and the appropriate cost bills and budgets.

Your will represent APJ at application hearings, trials and joint settlement meetings and/or round table conferences to ensure accuracy of advice and processes.

**PRINCIPAL ACCOUNTABILITIES**

<b>ATTRIBUTES</b>	<b>ESSENTIAL / DESIRABLE</b>
<p>Qualifications / Experience</p> <p>Qualified as a Solicitor or FCILEx</p> <p>Relevant experience within a financial services firm and/or Civil Litigation</p> <p>Advocacy experience in Applications, Trials and ADR</p> <p>Experience in dealing with Costs, drafting Bills and Budgets to include ebilling</p>	<p></p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Desirable.</p>
<p><b><u>Duties and Responsibilities</u></b></p> <p>To provide clear and accurate advise to clients</p> <p>Review of documents and disclosure for accurate information to enable you to provide advice and progress the claim</p> <p>To take instructions from clients to allow for details witness statements and drafting of documents to be completed accurately.</p> <p>Drafting of pre action and interlocutory applications, to draft particulars of claim, allocation documentation, directions,</p>	<p></p>

<p>brief to counsel, trial bundles and costs budgets and schedules.</p> <p>Negotiating on behalf of clients by telephone and correspondence</p> <p>Advocacy to include application hearings, CMCC and JSM.</p> <p>Any other task relating to legal casework</p> <p>To follow Treating Customers Fairly policy on each case, ensuring the best outcome is achieved.</p> <p>To comply with and be up to date with all aspects of compliance, Data Protection, Anti Money Laundering and financial crime awareness</p> <p>Providing training and support to Paralegals and Legal Assistants to ensure progress and development</p>	
<p><b><u>Knowledge and Skills/Requirements</u></b></p> <p>A good understanding of the CPR, financial products, contracts and consumer law.</p> <p>Excellent communication both written and verbal –</p> <p>Able to build good relationships with internal and external people at all different levels</p> <p>A self-starter, able to demonstrate high levels of initiative and motivation and work closely with other team members displaying trust and loyalty</p>	

<p>Ability to manage assigned tasks in an assertive, efficient and timely manner</p> <p>Exceptional interpersonal skills, demonstrating professionalism in all dealings.</p> <p>Able to deal sympathetically and appropriately with clients and to show empathy with them</p> <p>Excellent attention to detail</p> <p>Must be able to multitask, prioritise and keep calm under pressure</p> <p>The flexibility to work outside normal office hours as may be required from time to time</p> <p>Excellent time management organisational skills</p>	
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### **DECISION MAKING AUTHORITY**

Decisions to be made in line within Company and SRA guidelines

### **RELATIONSHIPS**

Internal: All levels of staff at all sites.

External: Professional peers, clients