Family Solicitor

Full-time, Reading

We are a well-established, busy law firm based in central Reading and seek an experienced Solicitor, ideally with **2 to 5 years PQE**, to join our busy Family team which only deals with private-paying work.

The successful candidate will share our firm's client-focussed ethos and demonstrate strong professional competencies.

Your principal responsibilities will be to:

- handle your own straightforward files and assist on senior lawyers' files relating to divorce, separation, financial remedies, and property disputes.
- conduct initial client interviews, take detailed instructions, and provide empathetic, practical legal advice.
- prepare divorce petitions, financial applications, financial statements (Forms E & D81), witness statements, consent orders, and child arrangement applications.
- represent clients in mediation, and lower court hearings or brief barristers when necessary.
- keep electronic case management systems up to date, track billable hours, and adhere to Solicitors' Regulation Authority (SRA) rules.
- meet client needs & requirements effectively and efficiently;
- collaborate with professional colleagues as part of a mutually supportive team;
- contribute actively to the firm's business development, including. client and professional networking.

You should be able to demonstrate:

- excellent legal & communication skills, with an eye for detail
- the ability to assimilate information and analyse it accurately;
- the ability to work to deadlines, to prioritise and manage a varied caseload;
- integrity and professionalism in all your dealings with clients, contacts and referrers; and
- the desire and potential to advance your career in a supportive and vocational law firm.

- Core Soft Skills:
    - high emotional resilience and a thick skin for handling sensitive or hostile client situations.
    - strong negotiation, active listening, and communication abilities.
    - excellent time management and organizational skills to juggle competing deadlines.

Salary & Benefits –

This role attracts:

- participation in our established performance-based bonus scheme;
- annual leave starting at 20 days plus public holidays, rising with length of service;

- 3% employer contributions to pension in addition to employee contributions after 3 months;
- Salary – DOE.