PAYNE HICKS BEACH

Part Time PSL
for the Private Client Department
10yrs+ PQE

Introduction

The firm wishes to recruit a part time (3-4 days) Private Client tax/trust professional support lawyer to join the Private Client Department and to provide tax, trust and estate planning guidance and advice to fee earners.

Duties and Responsibilities

The individual will have the following duties and responsibilities:

- Identifying and planning appropriate legal and systems training.
- Arranging a training programme, delivering training and liaising with internal and external speakers as appropriate (and liaising with training manager in this regard)
- Providing feedback on attendance and delivery of training and contribution to knowledge generally by fee earners
- Identifying ways for improving working efficiencies and streamlining working practices
- Undertaking file audits
- Drafting and maintaining precedents
- Encouraging a knowledge-sharing culture
- Proactively collecting items of know-how, assessing their usefulness as know-how
- Providing marketing and business development support, including identifying appropriate subjects for and the production of client briefings, articles and client seminars, both alone and with fee earners and with the Private department's dedicated business development team
- Responding to HMRC and Government consultations
- Understanding and being proficient in the use of the Firm's knowledge and research facilities.
- In conjunction with knowledge services, promoting and facilitating fee earners’ use of such facilities
- Highlighting to fee earners important developments in the practice area, where appropriate, analysing new developments to assist fee earners in understanding their legal implications and application to practice
- Having an awareness of the Firm’s other practice areas and the work they do. Creating and developing opportunities for cross-selling of the Firm's services wherever possible
- Willingness to understand the commercial imperatives of the Private department as a whole

- Preparing submissions for the Legal Directories and coordinating the response of the private client department

- Mentoring and assisting with supervising/training junior members of the department

The Individual

The ideal candidate will be an experienced Private Client support lawyer with a strong academic background, excellent technical skills and first class communication and organisational skills

Personal and Professional Skills

- A minimum of 10 years' post-qualification experience gained from a highly-ranked practice or team

- Significant private client experience including strong technical skills and in-depth experience of:

    - the UK taxation of international high net worth individuals, most notably inheritance tax and capital gains tax;

    - advising both resident and non-resident individuals and trustees in relation to UK tax legislation affecting them and their investments, including pre-immigration and emigration planning (notably the remittance basis), trust distribution strategies and tax efficient asset structuring; and

    - Wills, probate, lasting powers of attorney, mental capacity, trusts and charities

- Ideally STEP and/or CTA qualifications

- Excellent people skills and a good, clear communication style

- Effective team player - able to work effectively in an established, close-knit team

- Be able to effectively prioritise work and meet demanding deadlines

- Be adaptable to the different types of clients and type of work that the team work for

- A commercial and pragmatic outlook

- Excellent academic record

- Strong research and drafting skills

- Ability to keep abreast with changes in legislation and market developments

The Client Base

Whilst there is no such thing as a typical client of the firm, the core profile of clients who are looked after by the firm are wealthy families, often with a number of family trusts and grant making charitable trusts. Their assets are likely to include shares in family owned businesses, quoted investments, bespoke open ended investment companies, hedge funds, landed estates and property.

We also act for business executives, entrepreneurs who have generated their own wealth, and families whose assets have accumulated over the generations.

Although most of our clients have a UK nexus, there is a substantial offshore, foreign and international aspect to our practice and you would be expected to be familiar with dealing with the challenges this brings.

The Private Client department

The Private Client department has two sections, the legal section and the trust and tax section. The legal section consists of solicitors and two legal executives (specialising exclusively in probate), and the trust and tax section comprises qualified and unqualified trust and tax accountants and practitioners. These two sections work closely together on our clients' affairs so as to provide a seamless service.

There are currently seven partners, two consultants, six solicitors and one trainee solicitor in the legal section of the department. In addition to dealing with the legal requirements of our clients this section is also responsible for the department's estate administration practice.

The Firm

Payne Hicks Beach is a 27 partner firm of solicitors based in offices in New Square, Lincoln’s Inn. In total the firm comprises about one hundred and forty people. The firm provides specialist legal services to private and commercial clients. We are very well known for our family and private client work and are widely regarded as one of the very best of the small number of firms in the UK who provide these specialist services at the highest level. We also have an excellent reputation in many other areas of law (rated in both Chambers and Legal 500).

More information about the departments and the work of the firm may be found on our website, the address of which is www.phb.co.uk

Remuneration Package

Salary:	To be discussed
Other benefits:	4x Life Assurance Permanent Health Insurance Medical Insurance Auto enrolment in the firm’s Group Personal Pension Scheme (after 1 complete calendar month qualifying period) with firm’s contributions of 5% of salary Interest free season ticket loan after 3 months Cycle to work scheme
Holidays:	25 days, pro rated

Other

We are an equal opportunities employer.