

JOB OPPORTUNITY

Solicitor / FILEX / Fee Earner



**ECCLES HEDDON
SOLICITORS**



Job Title:

Solicitor / FILEX / Fee Earner

Responsible to:

Head of Department - Residential Property

Purpose of the Role:

This is a role suitable for a candidate with good legal knowledge and experience in the Residential Property practice area. A suitable candidate is likely to be a Solicitor or FILEX but the practice will consider experienced non-qualified fee earners or someone working towards one of the above qualifications who also has extensive knowledge and experience. Experience of dealing with a variety of residential property transactions is essential including new build, leasehold, un-registered property and business purchases and sales. The candidate will also have worked closely with support and understand how to delegate appropriate tasks to them.

Skills & Experience

Essential

- Qualified Solicitor / Legal Executive or Fee Earner with significant experience.
- Strong technical expertise in the Residential Property practice area.
- Proven supervisory experience of secretarial, administrative and/or paralegal staff.
- Strong commercial awareness and financial management
- Excellent communication and interpersonal skills.
- Sound understanding of SRA regulations and legal compliance.

Desirable

- Experience in a high street or general practice firm.
- Business development and client relationship experience
- Familiarity with case management systems and using a structured task list to progress matters.
- Good understanding of Residential Property processes and terminology.
- Experience with legal knowledge research packages including AI.

Personal Attributes

- Professional, approachable, and client-focused.
- Proactive and able to work both independently and as part of a team.
- Willingness to learn and develop within the Residential Property discipline.
- High level of integrity and confidentiality.

Career Development

This role provides an excellent opportunity to continue the development of a career within Residential Property law, with excellent training opportunities and mentoring support from the Head of Department.

Key Responsibilities

- 1.** Manage a broad residential property caseload with appropriate supervision, including sale, purchase, transfer of equity, remortgage, new build and leasehold matters where applicable.
- 2.** Take clear instructions from clients, identify their objectives, explain legal options in plain English, and provide practical, tailored advice.
- 3.** Draft accurate client care correspondence, contract packs, legal forms, transfer documentation and related correspondence.
- 4.** Administer transactions efficiently and competently including liaison with estate agents, lawyers on the other side and experts / providers of external services ñ e.g. search companies, indemnity insurers etc.
- 5.** Advise clients on property transactions.
- 6.** Maintain excellent client care standards, particularly when dealing with elderly, bereaved, vulnerable, or distressed clients.
- 7.** Ensure all files are progressed promptly, accurately recorded, and managed in line with the firm's procedures, quality standards, and regulatory obligations.
- 8.** Meet agreed billing, time recording, and performance targets while maintaining a commercially sensible approach to file management.
- 9.** Supervise, support, and mentor junior fee earners, paralegals, trainee solicitors, and support staff where required.
- 10.** Contribute to departmental development, including precedent updates, process improvements, knowledge sharing, and training.
- 11.** Build and maintain strong relationships with existing clients, referrers, local professionals, charities, and community contacts.
- 12.** Participate in business development and marketing activity, such as networking, seminars, article writing, cross-referrals, and attendance at local events.
- 13.** Use of the practice's case management systems to progress matters ensuring that matters are run in a paper-lite way in accordance with the firm's policy.
- 14.** Any other tasks as reasonably delegated by the Partners, Practice Manager or within the practice including providing cover for colleagues as and when necessary.