**Job Description**

**Job Title**: Company / Commercial Solicitor / Fee Earner

**Responsible to**: Partner responsible for Commercial Property

**Last updated**: 2024 01 19 - Gill Saville

**Main purposes of role:**

1. Lead the firm’s work in this practice area.
2. Undertake fee earning work and provide a profitable contribution to the work of the department and of the firm.
3. Ensure the successful development of the department and of the firm in line with any business plan.
4. Fee earning in the additional practice area of Commercial Property as and when required.

**Job responsibilities**:

1. Conducting matters on behalf of clients.
2. Supervision of work undertaken by Secretary and any Paralegal/Trainee Solicitor they may be responsible for
3. Participation in marketing activities whether on a firmwide, departmental or office basis.
4. Financial control with particular regard to cashflow control through collection of monies on account and billing procedures.
5. Use of the case management system to progress matters.
6. Ensuring that all appropriate client care documentation is sent to a client at the start of the matter.
7. Undertake accurate time recording on all matters so that bills can be raised regularly and in a timely manner.
8. Keeping files tidy, in good order
9. Any other tasks as reasonably delegated by the Partners, the Practice Manager or within the practice including providing cover for colleagues as and when necessary.