



Position: Trainee Solicitor, Regulatory Team

Location: Ilkeston Office

Salary: Law Society Recommended Minimum

Hours: Full-time

Closing Date: 31 July 2016

General Description

East Midlands firm VHS Fletchers are looking to recruit a trainee solicitor to join its experienced and successful Regulatory Team. The firm is one of only six firms nationally who are authorised to prosecute on behalf of the Health & Safety Executive, and the post will involve undertaking this work as well as both defending and prosecuting other regulatory work.

Although the position will be based from our Ilkeston office, the firm provides national legal advice and representation so a willingness to travel is a prerequisite.

By the conclusion of the period of training the successful applicant will have gained substantial experience in all aspects of regulatory prosecution, inquests and notice appeal work, as well as an opportunity to gain experience in other areas of regulatory defence and criminal law.

Primary supervision will be from Andy Siddall, a partner and senior solicitor with more than 20 years' experience of criminal litigation and law firm management.

The successful applicant will be an enthusiastic individual with an eye for detail with the accomplished IT skills that are essential for working in a Regulatory environment. They will be hard working, reliable, flexible and willing to build good working relationships as part of the team and with third parties including our professional clients.

Key Responsibilities

- Carry out client work as allocated by partners and other fee-earners under their supervision
- Ensure that all client work is progressed expeditiously
- At all times to exercise high standards of client care in a professional manner
- Ensure good working relations with external institutions and organisations
- Participate in marketing activities whether on a firm wide, departmental or office basis

- Demonstrate financial control with regard to collection of monies on account and billing procedures
- Demonstrate a commitment to acquire sufficient practical experience, knowledge and skills to fulfil the requirements of the Law Society

Essential Requirements

- Successful completion of the Legal practice Course
- Excellent written communication skills
- Excellent oral communication skills including the ability to communicate effectively with a range of audiences and display confidence in presentation
- Ability to draft and prepare documents and bundles in a logical and accurate manner
- Ability to prioritise work clearly in order to meet demanding workloads
- Excellent IT skills
- Clean driving licence

Application

Please send your CV and covering letter to enquiries@vhsfletchers.co.uk by 31 July 2016.