

**PERSON SPECIFICATION**

JOB TITLE: Solicitor/Legal Executive  
 BUSINESS GROUP: Private Client  
 LOCATION: Fareham

| Criteria                     | Essential  | Desirable  |
|------------------------------|--|--|
| <b>Skills/Qualifications</b> | <u>Skills</u> <ul style="list-style-type: none"> <li>• Accurate and precise</li> <li>• Absolute attention to detail with figures</li> <li>• Attention to detail of protocol</li> <li>• Needs to be extremely well organised and tidy</li> <li>• Able to run a tight diary schedule</li> <li>• Able to work within a team environment</li> <li>• Able to work under pressure</li> <li>• Needs to be flexible</li> </ul> | <u>Qualifications</u><br>Solicitor/Legal Executive<br>STEP qualification |
| <b>Knowledge</b>             | Private Client Department knowledge<br>IT literate<br>Case Management  |  |
| <b>Experience</b>            | Private Client Department experience   |  |
| <b>Presentation</b>          | <ul style="list-style-type: none"> <li>• Presentable appearance</li> <li>• Good telephone manner</li> </ul>  |  |
| <b>Attributes</b>            | A “Warner Goodman person” is one who shows at all times:- <ol style="list-style-type: none"> <li>1. The utmost honesty and integrity</li> <li>2. A “can do” positive attitude</li> <li>3. A willingness to help others and to go the extra mile</li> <li>4. An enthusiasm for the firm, its people</li> </ol>  | Well connected<br><br>A following  |

|  |   |  |
|--|---|--|
|  | <p>and its clients</p> <ol style="list-style-type: none"><li>5. A sense of pride and loyalty towards the firm and its people</li><li>6. A flexible attitude towards their job description</li><li>7. A passion for delighting our clients</li><li>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner</li><li>9. An ability to deliver fees and focus on individual profitability</li><li>10. A desire to seek continual innovation and improvement</li></ol> |  |
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