JOB DESCRIPTION

Name	#
Role	**Fee Earner**
Reports to	Team Leader
Line Management	Secretarial/Support Staff (if applicable)
Primary Purpose	To help the Firm to build upon our reputation as a first class law firm and to provide very best service to our clients.

Key Responsibilities

1. To satisfy our client's expectations fully in providing a high quality and value for money service.

2. To understand our client's needs and to communicate with them effectively about progress and costs.

3. To ensure full compliance with all the Firm's policies including:-

   i. Quality Policy
   ii. Matter Management - The Basics
   iii. Billing Control Policy
   iv. Time Recording Policy
   v. Confidentiality Policy
   vi. Data Protection Policy
   vii. Money Laundering Policy
   viii. Complaints Policy
   ix. Risk Management Policy
   x. Health & Safety Policy
   xi. Holiday Policy
   xii. Such other Policies as the Firm may from time to time include within the Staff Handbook or may otherwise introduce.

4. To comply at all times with relevant Professional Obligations including those laid down from time to time by:-

   i. The Solicitors Regulation Authority
   ii. The Financial Conduct Authority

5. To comply at all times with the SRA Accounts' Rules 2019 and if aware that your actions may have breached these Rules to notify the COFA to this effect without delay.

6. To be aware of your obligations under the Solicitors Regulation Authority Codes of Conduct to seek to comply with those obligations and if aware that your actions may have breached the Codes to notify the COLP to this effect without delay.

7. To ensure that your individual or Group fee target is achieved.

8. To take all reasonable steps to avoid negligence. If any circumstances arise which might give rise to a claim being made under the firm's Professional Indemnity Insurance Policy then to notify the Managing Partner immediately and thereafter to cooperate fully with the Managing Partner in the handling of any claim.

9. To make full use of Case Management and other computer systems including the use of the keyboard to directly input data onto the computer system.

10. To assist with the marketing of services provided by the Firm.

11. To contribute to the Group to assist in the development of all Fee Earners within the Group and to attend Group Meetings when held.

12. To maintain and develop your professional knowledge and (where appropriate) to ensure compliance with the Law Society's minimum requirements from time to time re: Continual Professional Development.

13. To attend and contribute to team meetings and provide input on enhancing the Firm's quality standards.

14. To carry out any other duties that might reasonably be requested from time to time by your Team Leader, Business Head or Partner of the firm.

Consults with/ is consulted by: Business Head, Support Staff