**PERSON SPECIFICATION**

JOB TITLE: Fee Earner
BUSINESS GROUP: Private Client
LOCATION: Fareham

| Criteria | Essential | Desirable |
|---|---|---|
| **Skills/Qualifications** | <u>Skills</u><br>• Accurate and precise<br>• Absolute attention to detail with figures<br>• Attention to detail of protocol<br>• Needs to be extremely well organised and tidy<br>• Able to run a tight diary schedule<br>• Able to work within a team environment<br>• Able to work under pressure<br>• Needs to be flexible | |
| **Knowledge** | Contentious Probate | Case Management |
| **Experience** | As above | Working in a firm of similar size to us |
| **Presentation** | • Presentable appearance<br>• Good telephone manner | |
| **Attributes** | A "Warner Goodman person" is one who shows at all times:-<br>1. The utmost honesty and integrity<br>2. A "can do" positive attitude<br>3. A willingness to help others and to go the extra mile<br>4. An enthusiasm for the firm, its people and its clients<br>5. A sense of pride and | Well connected<br><br>A following |

| | | |
|---|---|---|
| | loyalty towards the firm and its people<br>6. A flexible attitude towards their job description<br>7. A passion for delighting our clients<br>8. A desire to communicate with our clients and our people in a polite, friendly, approachable and pragmatic manner<br>9. An ability to deliver fees and focus on individual profitability<br>10. A desire to seek continual innovation and improvement | |