

New Vacancy
LEGAL CASEWORKER, PRIVATE CLIENT
Kidderminster office

We currently have an exciting opportunity for a Legal Caseworker, to join our busy and growing Private Client department in Kidderminster, within the Court of Protection team.

About the firm

mfg is a successful, and growing, leading regional law firm with offices across Worcestershire, Shropshire and Birmingham. We're award winning, dynamic and forward-thinking with a modern outlook yet traditional backbone, tracing our roots back to 1556. Our well-established, secure client-base come to rely on us through a range of 'full service' disciplines spanning private client to corporate/commercial. With over 200 partners and staff, we're a good size to make a real difference. [Click here](#) to see more.

As part of our people engagement strategy, we welcome your ideas to improve ways of working.

The team

Our Private Client division totals 40 fee earners and support staff. In Kidderminster, you'll be part of a team of 22 providing a range of services – from LPA's, wills, estates administration, creation of trusts and tax planning to Court of Protection work – so the ability to work well with others on a variety of matters is crucial.

The team is well recognised in the Legal 500 and continues to prosper having recorded a record financial year last year, growth of the team and taking on high net worth clients and work in all specialist areas. We're looking for someone likeminded who wants to grow with the business and help take the division forward.

The role and opportunity

As Legal Caseworker, you'll fulfil a fundamental role in undertaking routine case management including welfare benefit claims, processing and payment of invoices, administration of bank accounts, arranging for income tax returns where necessary and updating Excel ledgers. You will also assist with applications to the Court of Protection for a Deputy to be appointed and other Court of Protection applications and liaise directly (by phone, correspondence and in person) with clients and other professionals to progress client matters. You may potentially assist with client home visits, arranging house insurance and occasional house searches, where properties are unoccupied in connection with Deputyship, Attorneyship or Probate Administration. You'll also work on files relating to estates administration, and assist with the creation of Lasting Powers of Attorney registering the same with the Office of Public Guardian as well as registering enduring powers of attorney.

In this varied and interesting role, you'll also be a focal point to assist the wider Private Client team in progressing cases.

About you

Ideally coming from a legal or professional services background with exposure to fee earning work/administration, you will be an excellent team player with a positive can-do attitude. Possessing excellent interpersonal skills, you'll be committed to delivering high quality client service and have an eye for detail. The ability to work efficiently and organise your workload effectively, managing multiple tasks, is crucial.

Why join us?

We offer a rewarding career of quality work – often supporting prominent and well-known clients – alongside a commitment to your development. Fundamentally at the core lie the firm's values, 'one team' ethos and supportive culture. It's a fantastic environment in which people grow.

You'll get a competitive salary, 22 days' holiday per year to start plus an additional three days at Christmas (and of course Bank Holidays), healthcare provision, healthy work/life balance free of long hours and other perks.

Committed to inclusion, we aim to employ a diverse section of the community.

Our CSR proposition also continues to develop. Last year, we celebrated raising £8,000 for several local charities.

Apply now

Please email your up-to-date CV and covering letter, explaining your suitability and salary expectations, to recruitment@mfgsolicitors.com

Interviews will be arranged as suitable applicants apply.