

PAYNE | HICKS | BEACH

IMMIGRATION SOLICITOR
With 2yrs pqe

JOB DESCRIPTION

The Firm

Payne Hicks Beach is a 29 partner firm of solicitors based in five offices in New Square, Lincoln's Inn. In total the firm has a complement of approximately 150 partners and staff.

The firm was founded in 1730, and draws strength from its long history. However, whilst valuing its history, the firm has a modern outlook. The firm has particular expertise in private client work, including family work, and together these two areas account for around 75% of the firm's fee income. We are one of the leading firms in the country in both private client and family work.

The firm is organised into eight specialist departments:

Citizenship and Immigration
Private Client (including tax, trust and probate)
Family
Property
Dispute Resolution
Company and Commercial
Employment
Privacy and Media Law

The strategy of the firm is to grow by selective recruitment of individuals with a proven track record in their particular area of expertise. The firm has continued to flourish in recent years and has a sound financial base from which to continue to grow in a planned way.

The firm has modern IT systems and prides itself on the smooth running of its administration. The support staff include a full time librarian, and there are on line facilities for research.

Citizenship and Immigration Department

We act for a wide range of clients, including high net worth individuals largely in private client immigration applications such as Tier 1 Investor, Tier 1 Entrepreneur and family based applications. We advise on the full range of private and corporate immigration work, in the corporate immigration field, for small to medium sized businesses in the UK.

This growing and highly regarded team is recognised in Chambers HNW guide and Spears Top 500.

The Role

We are looking for Solicitor with at least 2 years PQE in private client immigration matters, with experience gained from a reputable firm.

The key duties will include, but will not be limited to:

- Managing your own workload which will include providing accurate and practical advice to clients on all aspects of the UK immigration and nationality law with particular emphasis on advising private clients on Tier 1 Investor and Entrepreneur applications.

- Preparing of applications both within and outside the Points Based System including drafting Entry Clearance applications, Further Leave to Remain and Indefinite Leave to Remain applications and Naturalisation applications.
- Preparing bespoke submission instructions to assist clients filing applications at Entry Clearance Posts overseas or in the UK.
- Liaising with UKVI over the telephone and keeping clients informed of the progress of their application.
- Keeping up to date on changes to UKVI policies and procedures.
- File management and billing administration.
- Develop and maintain good client relationship skills.
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests.
- Offering advice on the law, legal procedures and a wide range of associated issues.
- Attend and represent Payne Hicks Beach at client meetings.
- Draw up contracts and other legal documents.
- Research documents and case history to ensure accuracy of advice and procedures.

The Individual

Should be able to hit the ground running and be able to work independently.

Must be:

- At least 2 years PQE experience in a highly regarded immigration firm.
- Educated to degree level, preferably in Law and having preferably obtained a 2:1 or above although all applications will be considered.
- LPC / BVC qualified essential.
- A broad range of previous high quality immigration practice experience is essential, particularly experience of Tier 1 Investor and Entrepreneur applications.
- Evidence of interest in, and commitment to, the success of the firm.
- Excellent communication both written and verbal - the role involves liaison with internal and external people at a senior level.
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty.
- Ability to manage assigned tasks in an efficient and timely manner.
- Good organisation skills with the ability to meet tight deadlines and manage a full caseload.
- Exceptional interpersonal skills, demonstrating professionalism in all dealings. Able to deal sympathetically and appropriately with clients.
- Excellent attention to detail.
- A track record of achieving their fee contribution and time targets and that the targets are appropriate for their position and level of qualification.

IT in the Firm

The firm has a network running on Windows 7 with Office 2010 running on the desktops with access to Word, Excel and SOS Practice Management system.

The firm has both internal and external e-mail using Microsoft Office and Exchange Server

Remuneration Package

Salary: Market Rate

Other benefits: 4 x Life Assurance
Permanent Health Insurance
Medical Insurance (after 1 year qualifying period)
Pension Scheme (after 1 month qualifying period). The firm contributes to a Personal Pension Plan.
Interest-free season ticket loan after 3 months
Child Care Voucher Scheme
Cycle to work scheme

Holidays: 25 days plus bank holidays

Other

The taking of cigarette breaks is not permitted.

We are an equal opportunities employer.

All applications and enquiries should be made to Janice Okuns at:

10 New Square, Lincoln's Inn, London WC2A 3QG or by email to jokuns@phb.co.uk