

Ribet Myles LLP

Family Law 2 - 5 year PQE - Assistant Solicitor/FCILEx Role

- A fantastic opportunity to work at an award winning leading firm of specialist family law solicitors based in Chancery Lane, London.
- The successful candidate will have significant experience of private family law work and a genuine interest in Family Law and a passion and dedication for helping families experiencing relationship breakdown.

About the firm

Although only four years old, the firm is highly regarded and is already recognised by both the Legal 500 and Chambers and Partners as one of the country's leading specialist family law firms.

Recently voted "Financial Remedies Team of the Year" at the Family Law Awards and described by Chambers & Partners as "absolutely the star of now" the firm is one of only 17 firms in the country ranked in the HNW Chambers and Partners Guide who provide these specialist services at the highest level to high net worth individuals.

The firm deals with all aspects of family law including:

- Pre-nuptial and post-nuptial agreements;
- Divorce, dissolution of civil partnerships and cases involving international forum disputes;
- Financial remedies on divorce/dissolution, including dealing with international issues, family businesses and cases involving complex trust, tax and remuneration structures;
- Disputes concerning the arrangements for children, including applications for leave to remove from the jurisdiction;
- Issues arising on the relationship breakdown of unmarried couples, including financial applications on behalf of a child under Schedule 1 Children Act 1989.
- Cases involving previous and ongoing domestic abuse, including applications for non-molestation and occupation orders and issues concerning financial abuse and coercive control.

We are dedicated to supporting families whilst offering tailored practical advice to help resolve often complex issues. Our family lawyers are skilled at finding early solutions to tricky problems thereby preventing them from becoming lengthy and costly disputes.

The firm is based at Chancery House on Chancery Lane, one of London's premier office spaces. The office has a number of amenities including:

- Café -The café serves up nutritionally balanced drinks, snacks and meals to help you refuel throughout the day.
- Gym and Yoga studio - Chancery House's state of the art fully equipped fitness studio is a great place to raise your heart rate, focus on your wellbeing, or unwind after work. Free classes run daily. The Gym offers everything from strength training and HIIT classes to yoga, meditation, Pilates, massage and more.
- Bike storage - For those cycling to and from the office, Chancery House offers 222 bike storage spaces. They're safe, convenient, and easy to access.
- Showers - The beautifully designed private showers are fully stocked with premium haircare and body wash. They're a great place to freshen up after a workout, run or bike ride.

Your role

The successful applicant will have previously been involved in and have had significant experience of, all aspects of family work having previously worked as a solicitor/ FCILEx including but not limited to:

- Attending client meetings;
- Preparing paper/electronic Court/master bundles;
- Telephoning/corresponding with the legal representatives, the Court, Counsel's chambers, SJE's etc;
- Using the MyHMCTS Divorce Portal;
- Preparing and collating financial disclosure bundles for court and papers for Counsel;
- Taking detailed attendances notes at client/Counsel meetings and Court hearings;
- Creating/drafting documents (e.g. Forms E, asset schedules, ES1/ES2/Questionnaires/Replies, Forms H/N260, briefs/instructions to Counsel, Bundle indexes);
- Drafting and sending emails/letters and generally dealing with correspondence;
- Drafting D11 applications;
- Drafting open and without prejudice settlement proposals;
- Experience of interim hearings and trial preparation/attending Court with Counsel;
- Assisting colleagues with their cases when requested.

The firm is looking to recruit a kind, sociable and ambitious individual with a professional and pro-active approach, strong technical and client care skills and a sensitive and sympathetic understanding of clients' needs.

You should be able to communicate clearly and effectively, have strong case management experience and be able to deal with high net worth clients and prioritise your own workload whilst also working as part of a close knit team with a number of different partners. We are looking for someone who demonstrates a pragmatic and flexible approach with the ability to think laterally.

You will need to have a personable, confident and professional manner and the ability to be resilient and stay calm under pressure. You should be discreet and tactful, self motivated and able to use your own initiative but also to know when to seek guidance.

Good administration, time keeping and organisational skills and an eye for detail are a must. You should have a commercial and creative mindset and have good communication and analytical skills. You will also need to have excellent IT and document management skills and be familiar with Microsoft Office applications, LEAP (desirable but not necessary), Adobe pro and Bundledocs.

All members of the firm are expected have an ability to keep abreast with changes in legislation and market developments, to be commercial and driven with an interest in business development and marketing activities and to act at all times as an ambassador of the firm. On offer is an attractive salary package, a supportive, inclusive and fun team environment and real prospects for promotion.

Salary:	Competitive Salary based on experience + discretionary bonus
Job Type:	Full Time
Annual leave:	25 days a year plus bank holidays
Working Hours:	Monday to Friday 9.00am to 6.00pm
Location:	Chancery Lane, London/Hybrid

The firm has flexible working practices and offer hybrid-working to ensure a good work/life balance.

Your application should include:

- Good academic background, LLB/GDL (2:1 / Commendation or above).
- Previous experience working at a Family Law firm undertaking private family law work.
- Details of two potential professional referees who will be contacted in the event of an offer of employment.

To apply, please email your CV with a short covering letter to jribet@rmfamilylaw.co.uk
Closing date for applications: 4pm 14 February 2025 – NO AGENCIES