

Forward thinking
Straight talking



Private Client Paralegal

JOB SPECIFICATION

Gateley /

POSITION: Private Client Paralegal

LOCATION: Manchester

CONTRACT TYPE: Permanent

The *role*

We have an exciting opportunity for a Paralegal to join our Manchester office, supporting our well-established Private Client team.

Reporting into our Senior Associate, this role offers the opportunity to work on a varied caseload, including Wills, Probate, Lasting Powers of Attorney, and Trust and Estate Administration. You'll play a key role in supporting the team while developing your experience across a broad range of private client matters.

Responsibilities include:

- Acting as a first point of contact for clients, handling enquiries, taking messages, and ensuring a professional and responsive service at all times
- Producing a range of documents, including correspondence, legal advice, attendance notes, and other legal documentation, often from dictation
- Overseeing file management processes, including opening and closing matters, processing invoices, and maintaining accurate and compliant records
- Supporting the planning and delivery of business development activities and events
- Providing general administrative support to ensure the smooth running of the team

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

We are proud to have a highly regarded Private Client team at Gateley, working closely alongside our business lawyers to deliver a truly integrated service.

Our team supports a diverse client base, including ultra-high net worth and high net worth individuals, business owners and entrepreneurs, family businesses, and corporate professionals. We advise on a wide range of private wealth and family legal matters, delivering the same high-quality service and commercial insight our clients expect in their business affairs.

As we continue to evolve and strengthen our proposition, we are looking for individuals who bring a proactive, 'can-do' approach and are keen to contribute to a collaborative and forward-thinking team.

extensive training programme for lawyers at all levels of qualification offering training in technical legal as well as soft skills. We are serious about helping our people to achieve and exceed their potential.

The *person*

The successful candidate will have a genuine interest in Private Client law and a strong desire to develop their skills within a growing and supportive team. They will be highly motivated, committed to delivering an excellent client service, and bring a proactive and commercially aware approach to their work.

This role will involve regular interaction with colleagues, clients, and contacts at all levels, so the ability to build strong working relationships is key. Personality fit is equally important, and we are looking for someone who is personable, articulate, self-motivated, and confident in their approach.

In addition, the successful candidate will demonstrate:

- Strong commercial awareness
- A willingness and eagerness to learn and develop
- Excellent attention to detail
- Strong organisational skills, with the ability to manage time and documentation effectively
- Good IT skills
- A high level of discretion and professionalism
- A collaborative, team-focused mindset
- A strong academic background
- Clear and effective written and verbal communication skills

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it.

We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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