



**GILSON GRAY**

LAW • PROPERTY • FINANCE

# Executry Paralegal

Private Client, Dundee

## Who We Are

We are a comprehensive law firm, offering expert legal, property and financial services. We are a team of highly-skilled, award-winning professionals who are committed to helping our clients achieve their goals in every area of the law.

We are proud to be a part of one of the most prominent and modern legal firms in Scotland. We are Gilson Gray. Based in Edinburgh, Glasgow, Aberdeen, Dundee, Forfar and North Berwick we focus on ensuring we provide the highest level of advice and on-going service to our clients internal and external.

## Our Team

We have a highly engaged, collaborative team that support each other to achieve the best results possible. We work hard but take time to celebrate success also.

We are a company that cares about building an inclusive, collaborative place to work where you can stretch yourself, personally and professionally. We value a diverse team and believe the variety of experiences and backgrounds within our team make us stronger.

## The Role

### **Paralegal – Private client.**

### **Location: Dundee**

We are currently recruiting for an executry paralegal to join our established private client team in Dundee. Our Private Client Team provides advice on all aspects of private client matters along with related tax issues. This post offers an excellent opportunity to be involved our specialist team, but also to gain experience of working in a busy office.

We are looking for candidates who are confident working independently, and keen to establish roots in the local community. The ideal candidate will have excellent organisational skills, and a commitment to delivering meticulous attention to detail in all aspects of their work. Candidates will be expected to work collaboratively with members of the private client team and wider firm (virtually) across all offices.

Applications are invited from candidates with at least 2 years' experience the private client area however applications from other candidates will also be considered. This is a full-time position, but consideration will also be given to part time and flexible working. We believe this is an excellent opportunity for the right candidate to develop their career within a supportive and rewarding environment. A competitive salary and benefits package are offered. If you are interested in applying for this role, please send a full CV stating current remuneration to [recruitment@gilsongray.co.uk](mailto:recruitment@gilsongray.co.uk)

### Required Knowledge and Experience:

Our successful candidate will be able to deal with all aspects of administering executries (both testate and intestate).

Our successful candidate may also deal with, or would like to deal with, a wide range of other private client service areas including:

- Preparation of Wills and Powers of Attorney;
- Administration of trusts; and
- Guardianships and the financial affairs of elderly clients in permanent residential care.

### Our ideal candidate would also:

Our successful candidate will also:

- Be able to demonstrate excellent attention to detail.
- Enjoy regular contact with clients by telephone, email and general correspondence;
- Have enthusiasm to help grow and develop the private client department.
- Be methodical in their approach to work with good organisational skills and ability to prioritise; and
- Able to communicate clearly, both in writing and in person.

### Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday off
- 3 x Death in Service benefits
- Hybrid working
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider

This is an exciting time to join us. Think this is for you? Get in touch and find out how you can become part of the team.