

Private Client Assistant

The firm

Feakes & Co is a progressive and modern law firm, with a strong commercial focus. We act for businesses and individuals across South Wales, Bristol, the West Country and the Forest of Dean.

We work in four areas of law: private client, litigation, property, and commercial.

We are based in Chepstow, and our office is 30 minutes from Bristol, and 45 minutes from Cardiff.

We offer our lawyers a competitive salary and bonuses, flexible working, medical insurance, and an additional leave scheme. There is also free parking at our office.

The role

We are looking for a bright and ambitious Private Client Assistant to support lawyers across in the Private Client team. The successful candidate will be proactive and detail-oriented, and will assist with case preparation, document drafting, client liaison, and administrative tasks, contributing to the smooth running of each department and ensuring high standards of client service. You must have an ability to liaise with people on different levels and have excellent communication skills.

Key Responsibilities:

- Assisting in the preparation of wills and Lasting Powers of Attorney
- Assisting with probate and estate administration
- Liaising with and meeting clients, arranging for document execution (signing)
- Managing case files and deadlines

Skills & Experience

Essential

- Strong written and verbal communication skills
- Excellent attention to detail and organisational ability
- Proficient in Microsoft Office and case management systems
- Ability to manage competing priorities

Desirable

- Law degree or equivalent legal qualification
- Previous experience in Private Client work
- Familiarity with SRA rules, AML procedures, and GDPR compliance

You will receive all the support and training required from the outset. The role offers the right candidate great opportunities for career progression.

Feakes & Co Ltd

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Salary and benefits

- £25,000-£35,000pa, depending on experience
- Pension
- Bonuses
- Medical insurance
- Free parking