



Job Title: Solicitor to Client Protection Fund

Team: Financial Compliance

Reporting to: Director of Financial Compliance

Responsible for: No direct reports

Job Purpose:

To support the effective operation of the Client Protection Sub-Committee (CPSC) and to ensure the proper administration of the Client Protection Fund (CPF)

Key Responsibilities:

- Planning agendas of CPSC meetings
- Minuting meetings and decisions of the CPSC & other related meetings
- Advising CPSC in relation to their decisions, including operation and governance of the CPF and other related legal advice
- Updating solicitors and others regarding decisions of the CPSC
- Supporting CPSC operations through effective record keeping and administration
- Liaising with Convenor to the CPSC
- Arranging and inputting to induction and training of CPSC members
- Ensuring guidance and systems related to CPF claims remains fit for purpose
- Processing of CPF claims from receipt, liaison with Key stakeholders (claimants, Judicial Factor) through to CPSC decision making and grant payment process
- Effective record keeping and administration of the CPF
- Inputting to CPF policy matters
- Liaison with other Financial Compliance staff regarding administration of the CPSC and CPF, CPSC meetings and claims processing
- Carrying out any other reasonable duties that may be expected by the Director of Financial Compliance



	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> A Scottish Solicitor with an unrestricted Practising Certificate 	
Work Experience	<ul style="list-style-type: none"> General solicitor experience of Scots law in key areas (conveyancing, wills, trusts, executries, Law Society of Scotland practice rules etc) A minimum of three years' post qualifying experience Minuting of decision-making meetings Team working 	<ul style="list-style-type: none"> Committee support Regulatory/disciplinary processes Claims processes Process management
Knowledge & Skills	<ul style="list-style-type: none"> Excellent written & oral communication skills Planning and management of own workload Legal advisory skills 	<ul style="list-style-type: none"> Committee support/minute taking Solicitors Accounts Rules Ability of assimilate a high volume of information quickly Case investigation skills (re claims) Process management skills
Competencies & Values	<ul style="list-style-type: none"> Takes personal responsibility for workload Ability to apply legal expertise and judgement Ability to build successful working relationships Innovative – driven to improve processes under management Respectful and mindful towards colleagues and other stakeholders Resilient 	
Other	<ul style="list-style-type: none"> Some evening & out of normal hours work required Able to work effectively from home and also work from the Society's Edinburgh office (subject to Covid-19 restrictions) 	