



Position vacant

Solicitor, Fidelity Fund

The Law Society of New South Wales is looking to employ a Solicitor in its Fidelity Fund Department on a full time, basis. Part time, 4 days per week, will also be considered. If any staff member is interested in applying for the position or requires further information, please contact the HR Department no later than Tuesday 23 February 2021.

Responsibilities

This is a unique position that is responsible for investigating, assessing, and reporting on claims on the Law Society's Legal Practitioners Fidelity Fund, in accordance with the Legal Profession Uniform Law. The Fund exists to compensate persons who suffer pecuniary loss due to defaults by law practices arising from dishonest acts or omissions of associates of the practice relating to trust money or property. The claims often involve complex fraud.

Key Accountabilities

- Investigate & assess claims on the Fidelity Fund in accordance with the Legal Profession Uniform Law.
- Write and prepare reports to the Fidelity Fund Management Committee and Presiding Administrator including analysis and recommendations.
- Attend Committee meetings and respond to any queries.
- Implement resolutions on claims including formal notifications on claim outcomes, drafting deeds of release and indemnities.
- Liaise with claimants and solicitors in the course of investigating and finalising claims.
- Prepare briefs to Counsel and instruct on appeals as needed.
- Answer enquiries from solicitors and the public regarding the Fidelity Fund and claims procedure.
- Liaise with and provide information needed by other departments, receivers and the police.
- Identify recovery opportunities, provide related information and assistance and instruct as needed.

Requirements

- To secure this position applicants will need to possess a current NSW practising certificate and be an experienced legal practitioner, preferably with general legal practice experience including property, estates, commercial, family and / or criminal law.
- Forensic accounting skills and familiarity with trust accounting practices and legislative requirements would be an advantage.
- Well-developed investigative and analytical skills, an eye for detail, clear and accurate written skills and good interpersonal skills.



- Word processing and IT skills, including interrogating databases and using various computer applications.
- Client focused and a collaborative team approach, but also self-directed and able to work autonomously.

Applications

Written applications should include a cover letter and brief resume and submitted to recruitment@lawsociety.com.au

The Law Society of New South Wales is committed to building and maintaining a respectful and inclusive workplace, appointing the best person for the role and supporting diversity.