



bowcock cuerden LLP
Commercial Lawyers



Legal Secretary

Full-time Legal Secretary with experience in Private Client – wills, estates, and probate.

Start date – October 2026.

Will consider part-time – four days per week.

Duties will include audio typing using digital dictation, use of Smokeball Case Management Software, scanning, dealing with client queries and organisation of files and diary system. General full secretarial support for Private Client Fee Earners, dealing with Wills, Probate and Estates.

The ideal candidate will have excellent interpersonal and communication skills, and must have a good working knowledge of Microsoft Office packages. The ability to multi-task and prioritise are vital skills required for this position.

Full-time hours are 9.00 am – 5.15 pm with lunch between 1.00 pm and 2.00 pm.

Salary - negotiable depending on experience; reviewable annually.

Our Privacy Policy is available at: www.bowcockcuerden.co.uk/policies/privacy-policy

Please send CV and covering letter to Mrs Julia Pritchard, Office Manager.

No agencies please.