



JOB TITLE **ITC Legal Solicitor**

COMPANY **Independent Trustee Company Limited**

Independent Trustee Company is an Irish owned company, established in 1994. We employ over 85 staff, and our focus is to deliver flexible and transparent pension plans for our clients.

Over the last 2 decades, our clients have allowed us to become one of the largest providers of self-administered pension structures in Ireland. We administer in excess of **€3 billion** in client funds through over **6,500** pension structures. Our clients are self-employed individuals, professionals, company directors, corporate clients and financial advisors.

We pride ourselves on our high-quality service and ensure our staff have the skills and expertise to provide a highly efficient and professional service to our clients and advisors.

We are approved by the Revenue Commissioners and the Pensions Authority as Pensioner Trustee and are regulated by the Central Bank of Ireland. We are also approved Trustee Trainers by the Pensions Authority. We are one of the founding members of the Association of Pension Trustees of Ireland.

JOB DESCRIPTION

Solicitor to provide legal, tax and technical pensions advisory services in relation to self-administered pensions. This role may suit candidates with good business acumen who are interested in transitioning to an in-house position in financial services.

The ITC Group have made the decision to work remotely on a permanent basis. Therefore, this role is exclusively a remote working opportunity.

Applications can be submitted to careers@itcgroup.ie

SALARY

€50,000 - €60,000 per annum, depending on experience

KEY RESPONSIBILITIES

- Manage property investment and divestment function on a day-to-day level.
- Advise on and conclude investment documentation.
- Administer files relating to deceased clients.
- Administer pension adjustment orders.
- Interact with external law firms to secure delivery of services.
- Deliver agreed fee targets.
- Assist in developing new and existing services.
- Participate in PR and marketing initiatives.
- Liaise with and provide technical assistance to other teams within ITC Group as appropriate.

REQUIRED SKILLS & BEHAVIOURS

- Strong communication skills.
- Strong organisational skills.
- Ability to work in a pressurised environment.
- Ability to work on own initiative and as part of team.
- Excellent client care and development skills.
- Strong attention to detail.
- Time management skills.
- Communicates enthusiasm and commitment to achieving objectives and making a contribution to their team.
- Actively offers practical ideas to further improve customer experience.
- Communicates with others in a professional and helpful way, conveying information clearly and concisely.
- Takes responsibility for own learning and development.
- Seeks, actively listens to and acts upon feedback given.
- Recognises and respects confidentiality of information.
- Takes initiative to help other team members.

QUALIFICATIONS / EXPERIENCE REQUIRED

- Professional qualification as a solicitor.
- Interest in pensions/trust/financial services essential.
- Conveyancing experience is essential.
- Good understanding and working knowledge of MS Office, Outlook and other relevant systems.