



DEBT RECOVERY LAWYER

Bury (Hybrid Working)



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.

The Role

We are seeking a client focussed and enthusiastic Debt Recovery Lawyer to join our Bury office. This is a fantastic opportunity for an individual looking to gain valuable experience and contribute to a high-performing team within a leading law firm.

The successful candidate will manage a case load of debt recovery matters from inception to successful conclusion ranging from routine to complex for SME and owner-managed businesses through to professional services providers, sole traders and large corporates.



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DEBT RECOVERY LAWYER



Principal Responsibilities

- Meet, interview and advise clients on a the entire debt recovery process including but not limited to; issuing Court proceedings, requesting judgment and winding up petitions.
- Work with the clients internal colleagues and processes to obtain the best outcome.
- Research and critically analyse documents and case law to ensure accuracy of advice and procedure.
- Draft documents and correspondence tailored to the clients' individual needs aligned to current law and regulatory standards.
- Robustly represent and negotiate for the client where required.
- Manage and coordinate all aspects of the case to ensure deadlines are met and escalate where appropriate.
- Maximise professional contacts to gain new business and contribute to the growth of the firm.
- Build and maintain professional relationships with existing and prospective clients, referrers, stakeholders and colleagues ensuring the reputation of the firm and enhancing its profile.
- Actively monitor and meet your own time recording and billing targets.
- Supervise, train, coach and mentor (and delegation of work to) Solicitors, Legal Executives and Paralegals – to facilitate the achievement of their objectives and professional development goals.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA principles, Lexel, the CQS and the Legal Services Commission.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients.
- Take responsibility including proactively participating in activities to ensure personal development is maintained including keeping up to date with the changes of law in which you practice.
- Understand the firm marketing strategies and when appropriate, positively represent the firm externally at marketing functions.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.

DEBT RECOVERY LAWYER



Competencies required for the role

EXCELLENCE

Acts as a professional at all times remembering to represent the reputation of yourself, clients and the firm.

INNOVATION

Constantly aims to provide the highest quality in everything we do and embraces modern working practices.

INTEGRITY

Acts honestly and fairly displaying core values, is accountable and looks for positive solutions.

CLIENT FOCUSED

Acts in the clients' best interests ensuring that we go the extra miles to ensure 100% satisfaction.

INCLUSIVITY

Working with colleagues, clients and partners to form a seamless team.

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Person Specification

		Essential	Desirable
QUALIFICATIONS	Qualified Solicitor 5+PQE Legal Executive 5+ years experience Paralegal 5+ years experience	✓	
EXPERIENCE & KNOWLEDGE	Applied knowledge of issuing Court proceedings, requesting judgment and winding up petitions	✓	
	Microsoft applications	✓	
	Case Management systems	✓	
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	
	Work within a team in a cohesive manner	✓	
	Communicate in a sensitive, clear and unambiguous manner	✓	



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Person Specification Contd.

		Essential	Desirable
	Demonstrates resilience when problem solving	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	
	Excellent telephone manner and customer service skills	✓	
	Work in an organised and methodical manner	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full clean driving licence		✓
	No criminal convictions	✓	

DEBT RECOVERY LAWYER



What We Offer

- Competitive salary
- Auto enrolment pension
- Death in service (after qualifying period)
- Salary sacrifice private medical insurance scheme
- Employee Assistance Programme
- Enhanced maternity / paternity / shared parental policies
- Legal services
- Conveyancing fees
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.
- Exposure to high-profile clients and complex commercial property transactions.
- Mentorship and training from experienced solicitors and industry leaders.
- Regular social events

How to Apply

If you are a dedicated and ambitious solicitor with a passion for commercial litigation, we would love to hear from you.

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093