MURRAY BEITH MURRAY

Information for prospective trainees

Introduction

Murray Beith Murray was established in 1849 and has since aimed to provide an excellent service to clients, combining substantial experience, with a progressive approach to its legal business.

Our aim is to serve the personal legal and financial needs of our clients and to facilitate this, the firm has developed expertise in a range of services with the needs of individuals and their families in mind. The firm believes strongly in combining its traditional strength of a friendly, approachable and professional service, with the use of modern technology and management systems to deliver the best possible service to our clients. This commitment is demonstrated by all the Partners in the firm who are dedicated to delivering the very highest standards of professional service.

Satisfaction with the services we provide is of paramount importance to us. To ensure that our clients are completely satisfied, Murray Beith Murray operates a system whereby each client has a designated Client Partner, whose responsibility it is to ensure that we provide a professional, client focussed service to the satisfaction of the client(s).

Murray Beith Murray's business

We firmly believe in the importance of private client work and are of the view that it is rewarding work for those involved, providing real opportunities for creativity and for building relationships with individuals and their families over a number of years. As law, taxation and financial planning all become ever more complex, it is important that quality lawyers, specialists in their field, are available to advise our clients on the best use of their assets. Law graduates who choose to practise in private client work will not only enjoy the legal aspects and challenges, but will also have the opportunity to apply their knowledge to a range of different individuals and their family situations.

By its very nature, private client work is more personal than corporate or commercial work as you are dealing with individuals and families, and their private wealth and affairs. We act for some families throughout different generations, and place a high importance on building and maintaining such long-lasting relationships. As a trainee, you will learn how to develop relationships and experience a wide range of tasks in order to meet differing clients' needs. This will stand you in good stead for developing and building relationships with your own clients throughout your career.

As a firm, we have a strong history of providing specialist advice in the areas that are most relevant to our clients. To facilitate this, the firm is structured into various fee earning work groups:-

Asset Protection is the core of the firm, with Estate and Tax planning being the main services, which often arise out of the provision of Wills and Powers of Attorney.

Related services to Asset Protection include ***Executry, Tax Compliance*** and ***Trust and Charity Accounts***. In effect, for many of our clients, we are providing a private office service.

We also provide ***Residential Property*** services, where there is often a cross-over to Asset Protection Services; and ***Rural Property***, which covers not only land transactions, but the management of significant estates.

The most recent services to be added are ***Dispute Resolution and Commercial Property.*** The firm is well resourced centrally with specialists in Marketing, Finance, HR, IT and Facilities.

We moved to our current premises in Glenfinlas Street in 2008 and our staff are located in bright and attractive open plan areas. The building is shared with Murray Asset Management, which was incorporated on 1 March 2008. Murray Asset Management was formerly the Asset Management Department of the firm, and has been incorporated for regulatory reasons and to maximise business expansion for both the legal and asset management businesses.

A Traineeship with Murray Beith Murray

We currently have two trainees, one first year and one second year. The two-year traineeship is split into two or three seats. In year one, the trainee will normally be assigned to the Rural & Commercial Property Group and the Executry Group.

The first two seats provide a solid platform in two distinct areas of law. The third seat is usually spent within Asset Protection, where there will be a wide range of work. In addition to the estate planning, and other private client work such as trusts, taxation, wills and powers of attorney, there may be some opportunity to undertake work that has aspects of financial planning within it.

The firm provides a good standard of training and will allow you to develop and hone your skills before qualifying as a solicitor. Our approach is very personal and you will work closely with supervising solicitors or partners. You will also have direct client contact.

What to expect as a Murray Beith Murray Trainee

Each day will be different as a trainee but you will be given a high level of responsibility from the outset but at all times you will be supported. For example, a trainee within the Executry department could be responsible for managing a range of estates. This would involve attending initial client meetings with Partners to gather information on a deceased client's estate, interacting with close family members of a deceased client and above all learning how to manage such sensitive situations. You could also be responsible for managing various types of investments on behalf of lifetime clients, making enquiries and managing information in relation to a deceased client's personal affairs and registering the death of a client.

Alternatively, you could be involved in such tasks as drafting wills, dispositions and powers of attorney, taking instructions from clients over the telephone, reviewing documents and files, attending a business development round table discussion, presenting to staff on a recent case, preparing fee notes and meeting notes, researching areas of law, providing briefing notes for clients and drafting letters and e-mails.

Dependent upon the business needs at the time, you might be involved in project work, liaising with different partners and members of staff throughout the firm. This will expose you to a wealth of experience and allow you to see the interactions of different areas within the firm and how these come together to meet the Client needs.

Social Aspects and Business Development

There are of course opportunities to participate in the firm's social activities, and to attend marketing events within your groups. We have a lively Entertainments Committee who are always looking for fresh ideas and input to expand the social side of working for the firm.

We encourage our trainees to network, become involved and start building their personal profiles. This could be through charity fundraisers, beer and pizza nights or trips to watch rugby.

You will find it rewarding and stimulating working for a medium sized firm with an excellent reputation that is fully committed to supporting your development.