

Role: Trusts Administrator

Location: Kidderminster

Hours: Full Time

Term: Permanent

Why join mfg?

You'll be joining a regional law firm that enjoys a strong reputation, recognised in the Legal 500 and Chambers Guide, made possible by our exceptional people. We want to help you reach your full potential, love the work you do and deliver the best results for your clients. It's our goal to make you feel great about working with us, and we work hard to cultivate a culture that makes it easy for you to stay with us for many years.

The Private Client Team

Comprising 21 fee earners and 18 support staff, the team is led by **Partner and Team Head, Valerie Robinson** with whom you will work closely alongside other partners and colleagues. You will be based at the Kidderminster office, with the wider team working from Birmingham, Bromsgrove, Worcester, Telford and Ludlow offices.

The Role

To support the administration and compliance management of UK trusts, ensuring that statutory obligations, HMRC reporting requirements and regulatory standards are met accurately and on time. The role supports trustees and senior colleagues by maintaining compliant trust records, monitoring deadlines and assisting with trust administration and tax-related processes.

The role is suitable for an individual from either an accountancy or legal background, who understands the fundamentals of UK trusts and their statutory obligations, and who wishes to continue developing their technical knowledge within a well-supported environment.

Key requirements

You will have experience within a private client, trust, tax or legal environment. In addition, you will have a basic understanding of UK trusts and HMRC trust processes.

Day to day, you'll be successful in this role by...

- a commitment to outstanding client care.
- maintaining strong working relationships with internal and external stakeholders.
- adhering to and implementing Law Society and firm guidelines and regulations.
- following regulatory and best practices in accordance with GDPR and Solicitors accounts rules.
- maintaining and updating records regarding trust compliance and regulation.
- assisting with HMRC preparation, forms and tax support.
- supporting the administration of trusts.

Salary & Benefits:

- Competitive salary
- 22 to 25 days' holiday on a full-time basis (plus additional days at Christmas and statutory Bank Holidays)
- Healthcare benefit scheme

- Employee Assistance programme and wellbeing services – 24/7 helpline facility
- Discounted legal fees for staff and family members
- Death in service provision
- Auto enrolment in our Company Pension
- Annual colleague event

Other reasons to join us:

- We offer a rewarding career of quality work alongside a commitment to your development. It's a fantastic environment in which people grow!
- A supportive 'people first' culture, driven by wellbeing and work/life balance (it's a 35-hour week)... over 90% of our people responded in our 2025 engagement survey that it's a great place to work and they're proud to work here.
- Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish. Many of our people are actively involved in CSR, Sports & Social and Health & Wellbeing groups.

For more information on what it's like to work at mfg, please visit [our recruitment page](#) or email recruitment@mfgsolicitors.com to arrange a confidential call to discuss this opportunity further.

Agencies please note – we have an agreed Agency PSL in place.

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