

Estate Administration



Joe Spring
Partner / Solicitor

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T 01202 294 566
E joespring@steeleraymond.co.uk
Qualified: 2002
Supervisor: N/A

Joe is a Partner and Head of our Wills, Trusts & Probate and Estate Planning and Tax teams. Joe has significant experience in a broad range of private client matters with over 20 years of experience in wills, trusts and probate work.

Having qualified in 2002 at a multi-firm in the Thames Valley, Joe held the position of partner before moving to the South Coast in 2012. She is a full member of the Society of Trust and Estate Practitioners (STEP) and currently sits on the local STEP committee.



Jane Lynch
Senior Associate / Solicitor

T 01202 204 544 (direct dial)
T 01202 294 566
E janelynch@steeleraymond.co.uk
Qualified: 2010
Supervisor: Joe Spring

Jane is a Senior Associate Solicitor in our Wills, Trusts & Probate team, she is an experienced private client solicitor dealing with all aspects of wills, trusts and probate work.

Having qualified at a London firm in 2010, Jane worked in Oxford and Reading, before relocating to the South Coast with her family in 2023. Jane is a member of the Society of Trust and Estate Practitioners (STEP).



Michelle Jenkins-Powell
Senior Associate / Solicitor

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Qualified: 2008
Supervisor: Joe Spring

Michelle is a Senior Associate Solicitor in our Estate Planning & Tax team. She specialises in all aspect of estate administration (probate), estate planning and trusts, including will drafting and lasting powers of attorney. Michelle is also a member of the Society of Trust and Estate Practitioners (STEP).



Paula Arnold
Senior Associate / Associate Member of the Chartered Institute of Legal Executives (ACILEx)

T 01202 204 552 (direct dial)
T 01202 294 566
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Supervisor: Joe Spring

Paula has experience in a broad range of private client and tax matters with over 25 years of experience in tax, trust and estate administration work. She provides estate and tax planning advice for clients including high net worth individuals, and strives to find bespoke solutions for clients often liaising with other professionals and colleagues to ensure a holistic approach to the advice given.

In addition, Paula offers support and advice to trustees regarding the administration of trusts and in respect of key events for example; making distributions from trust assets, changing or closing a trust. Paula is experienced in advising and preparing CGT residential property returns, Wills, Lasting Powers of Attorney and in Court of Protection matters.

Early in her career, before moving to work within the legal sector, Paula worked at both HM Revenue and Customs (VAT) and one of the big 4 accountancy firms where she provided tax advice for foreign nationals in the UK and UK nationals abroad. She has a wealth of experience and knowledge on which to draw on to advise and assist clients.



Louise Sutton
Senior Associate / Chartered Legal Executive

T 01202 204 589 (direct dial)
T 01202 294 566
E louisessutton@steeleraymond.co.uk
Qualified: 2016
Supervisor: Joe Spring

Louise is an Associate and a Chartered Legal Executive working within our Wills, Trusts & Probate team. She has over ten years' experience in a variety of wills, trusts and probate matters, including powers of attorney, estate and inheritance tax planning.

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Cariad Medway-Smith
Private Client Executive

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T 01202 294 566
E cariadmedwaysmith@steeleraymond.co.uk
Qualified: N/A
Supervisor: Joe Spring

Cariad is a Private Client Executive in our Wills, Trusts & Probate team. Her areas of expertise include estate administration, wills, lasting powers of attorney, care fee advice and inheritance tax planning. Cariad is an affiliate member of STEP, a Charity Law Association member and a Dementia Friend.



Jennifer Possante
CILEX Lawyer

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Qualified: 2021
Supervisor: Joe Spring

Jennifer has worked for the firm since September 1984. She assists clients with wills, probate and estate administration matters.