

## Job Description

<b>Title:</b>	Civil Fraud Solicitor (4 + years PQE)
<b>Hours:</b>	9.30 am to 5.30 pm, and as required
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Practice Area Leader and Partners
<b>Department:</b>	Dispute Resolution
<b>Purpose of job:</b>	To provide legal services to the firm's clients and to help promote and develop the litigation department and in particular civil fraud.
<b>Specific Duties:</b>	<p>To provide commercial legal advice, assistance and representation to corporate and private clients on a range of commercial litigation matters with a focus on civil fraud, including:</p> <ul style="list-style-type: none"><li>• Disputes arising out of commercial contracts and misrepresentation</li><li>• A wide range of fraud related matters including claims for dishonesty and deceit, corruption, receipt of bribes and secret profits, conspiracy, misfeasance, misrepresentation, money laundering, breach of fiduciary duty, trust litigation where fraud is involved or suspected and insolvency cases involving fraud</li><li>• Whilst the firm has its own employment, corporate and regulatory departments, to assist in and conduct, in association with others where necessary, investigation into the conduct of individuals and other legal entities and with the aim of preventing and/or detecting instances of fraud</li><li>• Provide advice and assistance dealing with civil injunctions, including Freezing Orders and Search Orders and Orders for disclosure of information and documents.</li><li>• Provide advice and assistance with corporate forensic investigations.</li><li>• To undertake administrative duties within the firm to ensure best practice.</li><li>• Compliance with Solicitors Regulation Authority and The Guide to Professional Conduct of Solicitors 2007.</li></ul>

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

# Kingsley Napley

## Person Specification

Job Title: Civil Fraud Solicitor, Dispute Resolution

	<u>Essential</u>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>We would expect the successful candidate to have a minimum of 4 years plus PQE, or able to demonstrate the equivalent level of skills and desired competencies within a similar law practice</li> <li>Excellent academics</li> </ul>
<b>Experience and Skills:</b>	<ul style="list-style-type: none"> <li>Has a track record in acting in complex civil fraud cases</li> <li>Experience of making and responding to applications for injunctive relief.</li> <li>Experience of handling complex numerical data.</li> <li>Ability to build good relationships with clients, identifies opportunities and networks effectively internally and externally</li> <li>Regularly acts as first port of call for the client and advises on options and strategy.</li> <li>Proven experience in negotiation, mediation and other forms of alternative dispute resolution.</li> <li>Able to take the lead and negotiate transactions when necessary</li> <li>Detailed grasp of complex legal concepts, excellent drafting skills, ability to see issues from a commercial perspective and able to communicate complex legal advice to clients effectively</li> <li>Has a track record in time recording, costs estimating and billing</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>Delivering first rate client service with excellent communication skills and driven to deliver to clients promptly</li> <li>Excellent attention to detail with a high level of accuracy</li> <li>IT literate in MS Office</li> <li>Knowledge of time recording software</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>Team player</li> <li>Promotes a collegiate environment, good team morale and a spirit of co-operation</li> <li>Track record of business development. Building relationships with clients, proactively seeking out business development opportunities and helping securing them</li> <li>Shows leadership and management potential – acts as a role model to others, provides coaching to those more junior than themselves</li> <li>Communicates effectively at all levels, both verbally and written</li> <li>Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness</li> </ul>

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.