

## Job Description

<b>Title:</b>	Associate (1-6 years' PQE)
<b>Hours:</b>	9.30 am to 5.30 pm, and as required. Flexible applications considered.
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Practice Area Leader
<b>Department:</b>	Criminal Litigation
<b>Purpose of job:</b>	<p>We are seeking an excellent lawyer to bolster our growing firmwide Financial Services Group, specialising in contentious financial services work. Ideally, you will have significant experience of working for the Financial Conduct Authority (FCA) and / or advising firms and individuals regulated by the FCA. You will be based in the criminal litigation team but work closely with our employment, dispute resolution and company commercial teams in the provision of advice to the firm's clients. While the role is primarily contentious, candidates with non-contentious experience are also welcome.</p> <p>You will also be working as part of the wider investigations group in conducting internal investigations on behalf of corporates, educational / religious establishments, charities and public sector organisations, as well as advising individual witnesses asked to participate in such inquiries. In addition, you will have the opportunity to assist partners on the wide range of defence work undertaken by the criminal team in respect of investigations by the SFO, HMRC and other agencies.</p>

### Specific duties:

To advise the firm's clients on a full range of contentious FCA-related matters including:

- Advising firms authorised by the FCA in respect of supervisory, enforcement and approval / authorisation issues
- Advising senior managers and certified persons in respect of FCA regulatory investigations and enforcement proceedings
- Advising individuals on pre-investigation enquiries, investigations and prosecutions by the FCA for alleged insider dealing, market abuse and market manipulation
- Advising individuals subject to compelled interviews by the FCA and in internal investigation interviews conducted by or on behalf of authorised firms
- Advising regulated firms and individuals on Senior Managers and Certification Regime (SMCR) issues, including conduct rules breaches, regulatory references and fitness and propriety issues
- Advising firms on perimeter issues
- Contributing to the department's and firm's marketing efforts
- Identifying and developing new potential sources of referral. Maintaining and developing links with existing referrers of work and raising your own, the department's and the firm's profile
- Delivering know-how sessions both internally and externally to promote knowledge and best practice and to promote the firm's financial services capabilities
- Other such appropriate duties as and when required.

# KINGSLEY NAPLEY

---

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, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

## Person Specification

Job Title: Associate, Criminal Litigation

	<b>Essential</b>
<b>Education/Qualification:</b>	<ul style="list-style-type: none"> <li>We would expect the successful candidate to have a minimum of 1 years PQE or be able to demonstrate the equivalent level of skills and desired competencies</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>Strong experience with contentious and non-contentious financial services work, and FCA enforcement cases</li> <li>Experience advising firms and individuals regulated by the FCA</li> <li>Has worked on their own case load while assisting partners on more complex cases</li> <li>Produces legal advice for clients both verbally and in writing, in a professional, clear and straightforward manner with minimal amendments</li> <li>Is able to assist less experienced team members with day to day questions</li> <li>Experience of working within a very busy environment where deadlines are clearly defined; demonstrating excellent time management skills</li> <li>Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy</li> <li>Ability to see issues from a commercial perspective</li> <li>Continually develops own knowledge and keeps up to date with developments in the law; actively expanding and widening own expertise</li> </ul>
<b>Client Care</b>	<ul style="list-style-type: none"> <li>Can work under own supervision on complex matters and is able to take the lead on client matters where appropriate</li> <li>Builds trust and rapport with clients; particularly around outcomes, costs &amp; deadlines</li> <li>Understands the importance of relationship building with colleagues and clients and takes proactive steps to network internally and externally</li> <li>Shows an interest in developing, organising and attending marketing and networking events and takes proactive steps to push forward BD objectives for themselves and the department</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>IT literate in MS Office – particular Outlook and Word</li> <li>Demonstrates excellent financial discipline and has a proven track record of meeting targets and deadlines; working on an active caseload</li> <li>Has a track record in time recording, costs estimating and billing</li> <li>Able to prioritise workload using time management and delegation skills</li> <li>Has an awareness of the importance of client confidentiality, information security and data protection</li> <li>Demonstrates an interest in continuous improvement, innovation/ efficiencies for their team and working practices</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment</li> <li>Contributes towards an inclusive and respectful team environment</li> <li>Adopts a positive and open 'growth mindset' and embraces change</li> <li>Commercial, pragmatic and committed</li> </ul>

# KINGSLEY NAPLEY

---

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Has a positive, conscientious and pro-active approach.</li></ul> |
|--|--|

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