

# KINGSLEY NAPLEY

---

## Job Description

<b>Title:</b>	Associate, Financial/ Corporate Crime (5+ 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 – Louise Hodges
<b>Department:</b>	Criminal Litigation
<b>Purpose of job:</b>	<p>We are looking for an outstanding, experienced practitioner to join our team. You will work closely with the fee-earners and partners of this busy department in the provision of advice and litigation assistance to the firm's clients as well as advising on and conducting internal investigations and advising on financial regulatory and criminal investigations. We practise in all areas of criminal litigation and have a national reputation as one of the country's leading firms in this area.</p>
<b>Specific duties:</b>	<p>To work, as part of a team, advising the firm's clients on criminal law matters to include advising on and conducting internal investigations, and advising clients (both individuals and corporate clients) during stages of an investigation and, where relevant, post-charge. Our work includes the following areas of law:</p> <ul style="list-style-type: none"><li>• Serious fraud, business crime, bribery and corruption (dealing with the FCA, SFO, CMA, HMRC and other regulatory and enforcement agencies)</li><li>• Financial, regulatory and criminal investigations, both domestic and multi-jurisdictional</li><li>• Internal investigations, to include allegations of white-collar crime and non-financial misconduct</li><li>• Search and seizure</li><li>• Restraint and confiscation</li><li>• Extradition and INTERPOL</li><li>• International mutual legal assistance</li><li>• Sanctions</li><li>• Cartels</li><li>• Serious and general crime and police station advice</li><li>• Extradition</li><li>• Other such duties as and when required.</li></ul> <p>To participate in the marketing and business development of the firm's practice including writing articles and blogs, contributing towards seminars and taking part in networking opportunities.</p>

# 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, 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.

# KINGSLEY NAPLEY

## 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 ideally have a minimum of 5 years PQE in a criminal litigation practice or chambers, or be able to demonstrate the equivalent level of skills and desired competencies within a similar law practice</li><li>• A demonstrable enthusiasm for criminal law and the ability to grasp the intellectual demands of financial and complex crime casework</li></ul>
<b>Knowledge and Technical Ability:</b>	<p><b>The successful candidate should have experience in at least three of the following areas:</b></p> <ul style="list-style-type: none"><li>• Complex white collar crime cases and corporate internal investigations</li><li>• Cases involving complex financial investigations</li><li>• Police station advice experience or experience advising in criminal / regulatory interviews with enforcement authorities</li><li>• FCA enforcement cases</li></ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"><li>• Has worked on their own case load while assisting partners on more complex cases</li><li>• An outstanding aptitude and expertise in criminal litigation and financial misconduct</li><li>• Produces legal advice for clients both verbally and in writing, in a straightforward manner with minimal amendments</li><li>• A good grasp of legal concepts and excellent drafting/ analytical skills</li><li>• Excellent case management skills; strong organisational skills and the ability to prioritise</li><li>• The ability to use their initiative and to see issues from a commercial perspective</li><li>• The ability to think on their feet and to assess risks/ exercise sound judgement</li><li>• Experience of working within a very busy environment where deadlines are clearly defined with excellent attention to detail</li><li>• Keeps up to date with their knowledge in the law</li></ul>
<b>Client Care and Business Development:</b>	<ul style="list-style-type: none"><li>• Strong client care skills; can take the lead on client matters and builds trust and rapport with clients</li><li>• Is proactive in developing, organising and attending marketing and networking events</li><li>• Has a track record of marketing and business development, building relationships with clients, proactively seeking out opportunities and securing them</li><li>• Ability to network effectively both internally and externally</li></ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"><li>• IT literate in MS Office</li><li>• Knowledge of time recording software</li></ul>

## KINGSLEY NAPLEY

---

	<ul style="list-style-type: none"><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></ul>
<b>Attributes:</b>	<ul style="list-style-type: none"><li>• Communicates clearly and professionally 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, 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><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.