

Job Description

Title:	Associate (0-3 years PQE)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Corporate & Commercial
Purpose of job:	To assist the department in the provision of advice to the firm's clients.

Specific duties:

To assist on a variety of corporate transactional matters as listed below:

- Assisting with large-scale corporate transactions, and running own smaller-scale transactions, with a particular focus on:
 - M&A transactions.
 - Capital markets work; and
 - Investment work (acting for angel investors, founders/companies, and VCs) and generally working with entrepreneurs and early-stage ventures.
- Negotiating all or discrete aspects of corporate transactions and drafting the relevant documentation.
- Advising on other areas of corporate law, including in relation to re-organisations, capital reductions, share buybacks, shareholder agreements, JV agreements, share option schemes, directors' duties and governance issues.
- Taking ownership of, and working through large technical documents, including sale and purchase agreements and prospectuses.
- Taking the lead on verification, due diligence work and other legal processes including:
- Reviewing and processing due diligence materials.
- Managing access to a transactional dataroom and managing the flow of information; and
- Managing other fee earners and support staff in relation to the same.
- Providing administrative support to the team on transactions but also providing active back up on transactions, e.g. checking and chasing information.
- Liaising with other lawyers and legal representatives.
- Company secretarial work where required and some drafting such as minutes of meetings, share transfers and resolutions.
- Attending meetings, running discrete aspects of meetings, taking notes and following up on issues.
- Managing other fee earners and support staff in relation to documentation bibles, document lists etc.
- Researching points of law, applicable rules/regulations and other factual issues, through the use of legal databases, textbooks and other appropriate sources; and
- Assisting with ad hoc administrative and legal tasks under instruction.
- Asset tracing.

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.

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Person Specification

Associate, Corporate & Commercial

	<u>Essential</u>
Education/Qualification:	<ul style="list-style-type: none">• We would expect the successful candidate to have between 0-3 years PQE or be able to demonstrate the equivalent level of skills and desired competencies
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Experience of Corporate and Commercial assignments gained in an established practice and ideally one seat during the training contract.• Has worked on their own case load while assisting partners on more complex cases.• Produces legal advice for clients both verbally and in writing, in a professional, clear and straightforward manner.• Experience of working within a very busy environment where deadlines are clearly defined, demonstrating excellent time management skills.• Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy.• Ability to see issues from a commercial perspective.• Continually develops own knowledge and keeps up to date with developments in the law; actively expanding and widening own expertise.
Client Care and Business Development:	<ul style="list-style-type: none">• Builds trust and rapport with clients.• Understands the importance of relationship building with colleagues and clients and takes proactive steps to network internally and externally.• 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 and clients.
Firm Wide Skills:	<ul style="list-style-type: none">• IT literate in MS Office – particular Outlook and Word• Demonstrates good financial discipline meeting deadlines and working on an active caseload• Has a track record in time recording, costs estimating and billing• Able to prioritise workload using time management and delegation skills• Has an awareness of the importance of client confidentiality, information security and data protection• Demonstrates an interest in continuous improvement, innovation/ efficiencies for their team and working practices
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Contributes towards an inclusive and respectful team environment• Adopts a positive and open 'growth mindset' and embraces change• Commercial, pragmatic and committed• Has a positive, conscientious and pro-active approach.

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.