

## Job Description

<b>Title:</b>	Associate (2-5 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
<b>Department:</b>	Restructuring & Insolvency Team
<b>Purpose of job:</b>	You will work on all aspects of the firm's Restructuring & Insolvency offering led by a recognised Tier 1 leader in the space.
<b>Specific duties:</b>	To advise the firm's clients on a wide range of contentious, non-contentious and advisory Restructuring & Insolvency matters acting for insolvency practitioners, corporates, directors, distressed lenders and creditors.

### Specific duties:

- Preparation of written advice to clients in respect of a range of restructuring and insolvency issues, with reference to statute and prevailing case law
- Drafting pre-action correspondence, court documents and witness evidence
- Preparation of contractual and ancillary documentation in relation to:
  - secured lending by distressed lenders
  - business and asset sale agreements
- Drafting security reviews and preparation of advice regarding enforcement options
- Preparation of appointment documents
- Participation in the marketing and business development of the firm's practice, and in particular the Restructuring & Insolvency offering, including writing articles and blogs, contributing towards seminars and meeting with prospective and current clients and referrers
- Developing strong working relationships across the firm and with a wide variety of clients
- Demonstrates excellent financial discipline and overall strong case and document management
- Keeping up to date with trends in the restructuring and insolvency world/ sector/ wider market and working alongside the team to ensure the firm is proactive and progressive in its approach
- Other such appropriate duties as and when required.

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, Restructuring & Insolvency (Dispute Resolution)

	<b>Essential</b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>• We would expect the successful candidate to have between 2-5 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>• Experience of Restructuring &amp; Insolvency assignments gained in an established practice</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> <li>• Has a positive, conscientious and pro-active approach.</li> </ul>

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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.