

A Day in the Life of a Trainee Banking, Governance & Corporate

8.30am Post duty

As per Devonshire's tradition, the trainees are responsible for opening and distributing the post. I am on the rota this week, which is a good opportunity for a weekend catch up.

9.15am To-Do list

Arriving at my desk, I check my e-mails and compile a to-do list for the day. I work on various files for several fee earners so it is important to manage my workload effectively and prioritise certain tasks.

9.30am Research task

My first task of the day is to produce a research note on director's duties for my supervisor. Research tasks are very common in this seat and it provides a useful way of building on legal knowledge of the sector.

11am Report

Approaching completion on a joint venture, I have been asked to produce a report on the agreements being entered into. You are given a great deal of responsibility as a trainee and documents which you have substantially drafted will often be sent to clients.

1pm Lunch

Today we have a Regulating Anxiety Talk facilitated by Mindfulness in the Workplace, a great insight into how to deal with this on a daily basis and the sandwich spread is a bonus!

2pm Drafting

We have been instructed to set up a new company. I draft the necessary forms and proceed to hand-deliver the documents at Companies House in Westminster, as the client has requested a same-day incorporation.

4.30pm Company searches

I have been asked to do a search on a company. This involves producing a report detailing their registered office, directors and shareholdings in addition to retrieving their latest accounts and articles of association.

6pm 5-a-Side

The firm has recently entered a 5-a-side league with matches every Monday. I meet the rest of the team in reception and we walk over to the pitches together. This is a great opportunity to meet people from different departments, whilst keeping fit.