



Solicitor

Corporate & Governance – 3 to 5 years'

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds & Colchester we provide legal services throughout England, Wales and Northern Ireland. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years we have grown significantly and now have over 230 employees.

The Department

Headed up by Andrew Cowan, Devonshires' Banking and Governance team is a leader in its field with substantial experience of complex mainly property related finance and corporate and commercial work. Much of this is for its "not for profit" clients; where the relationship with many of them stretches back well over twenty years. Its clients include housing associations, local authorities, regulatory bodies and charities. As a result the values and ethos of the team is different to other mainstream corporate practices.

The team is led by three partners; in addition to Andrew, Gareth Hall (banking and corporate) and Julian Barker (head of banking). The team comprises eleven solicitors, three consultants and three trainees. It works closely alongside the employment and pensions team and Real Estate and Projects team.

In addition we have cross-departmental specialist groups, including our Community Group and Care Group which both span corporate and finance, projects, housing management, employment and property.

Work type

The work type for this job involves working alongside predominantly the Social Housing corporate and banking team on:

Mergers & Acquisitions, typically involving a mix of large housing groups (comprising charities and non-charities) some of whom will be regulated and others will be standard trading companies. Typical deal size is over £1 billion.

Corporate governance; this involves working alongside senior executive officers and their non-executive boards.

"Problem Cases": helping housing clients overcome financial or governance issues.

Corporate matters include:

The creation of new "for profit" housing bodies for some of the UK's largest investors in housing.

Within these work areas, Social Housing, Regulation, Charity law, Community Benefit Society law and Company Law.

Job Purpose

We are looking for a Solicitor ideally with 3 – 5 year's PQE with a Company/Commercial background, and ideally with corporate governance charity experience.

You be open and organised – able to help our clients manage large transformative projects alongside the wider Devonshires deal team, other consultants and advisers. You will be client and task focussed and proactive – able to list and advise and make sure all deadlines and client expectations are met.

The successful candidate will have excellent drafting skills as well as good academics.

Main Duties & Responsibilities

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs:

The main duties for this role include:

- Responsible for the day to day running and management of files.
- Build and maintain relationships with clients and provide updates.
- Drafting documents.
- Attend board meetings.
- Interact directly with clients; understand and meet their deadlines.
- To be fully involved in marketing and business development in a client focussed manner.
- Organise and maintain tidy and accurate files.
- Good team player to work in collaboration with the department and sharing knowledge as and when required.

- To follow departmental procedures, the Solicitor's Accounts rules and the Firm's policies and procedures as detailed in the Office Manual, including LEXCEL.
- Undertake such duties and tasks that are appropriate for the role of a Solicitor such as changes in information systems and new technology as may reasonably be required.

Person Specification

- You will be a Solicitor with experience of Company/commercial law. Experience with Charity law, Housing Association law and Regulation experience would also be an advantage.
- You will have excellent communication and client care skills.
- An empathy with the aims of the social housing/not for profit sector would be helpful.
- You will have a strong academic background, ideally gaining a 2:1 or First at degree level (or equivalent).
- You will have at least 3 - 5 years' experience in a well regarded law firm.
- Strong drafting and communication skills, both written and verbal.
- Self motivated with an ability to prioritise a demanding workload.
- You will be commercially aware and able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm.
- A high attention to detail to produce work/documentation which is consistently of a high standard.
- To have a flexible approach to work to ensure client deadlines are met.
- To be familiar with Word, Excel, Outlook and Internet applications.
- Assisting with enquiries made by both clients and other fee earners and chasing paperwork where necessary.
- To provide clients with monthly invoices and progress reports as and when required.
- Organise and maintain tidy and accurate files both in hard copy and electronically and to ensure compliance with LEXCEL and SRA standards.
- Meet/exceed monthly billing targets.
- Be a supportive team player and willing to assist others.
- Self motivated, enthusiastic and tenacious.

- Calm and professional at all times.
- Excellent interpersonal skills.
- Knowledge of DMS (Document Management System) (DESIRABLE)
- Knowledge of Partners for Windows (Time Recording System) (DESIRABLE)