



Solicitor

Banking & Capital Markets – 2- 4 years' PQE

Background – The Firm and the department:

Devonshires has been based in the City of London for more than 150 years. From our offices on London Wall and in Park Square Leeds, we provide legal services to clients based throughout England, Wales, the Channel Islands and the Isles of Scilly. We are recognised as a medium-sized niche firm providing within that niche a full service including commercial / corporate, civil litigation, housing management, employment, projects and property. Over the past few years we have grown significantly and now have approximately 240 staff.

Headed up by Andrew Cowan, Devonshires' Banking & 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 it's "not for profit" clients, pre-dominantly housing associations and local authorities; where the relationship with many of them stretches back well over twenty years.

The team is the leading legal adviser to housing associations on all of their debt funding activities, including loans, private placements, listed bond issues, security, hedging arrangements and debt re-structuring as part of any merger.

The team has a strong work ethos within a supportive and happy work environment.

As a result the values and ethos of the team is different to other banking practices.

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.

The department comprises four partners, six solicitors and two trainees.

Work type

The work type for this job involves predominantly:

Banking, predominantly advising borrowers on loan agreements and security, listed bond issues, private placements, ISDA agreements and PFI loan agreements and related funding agreements.

Within these work areas, regulation, charity law, and community benefit society law will also be involved.

Job Purpose:

We are looking for a Solicitor with 2 – 4 year's PQE, with a Banking and/or Capital Markets background to work out of our London office.

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 of transactions;
- Drafting, reviewing and negotiating all manner of banking documentation;
- 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;
- To provide support to the other fee earners within the department and to share 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 and ISO27001;
- 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, ISO27001 and SRA standards;
- Meet/exceed monthly billing targets;

- 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 general banking law and/or capital markets transactions. Experience of charity law, housing association law and regulatory experience would also be an advantage but is not essential.
- You will have a strong academic background, ideally gaining a 2:1 or First at degree level (or equivalent).
- You will have 2 - 4 years PQE in a well-regarded law firm.
- Much of the work is non-repetitive, thus requiring clear thinking and excellent drafting skills.
- Excellent 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.
- Be a supportive team player and willing to assist others.
- Calm and professional at all times.
- Knowledge of DMS (Document Management System) (DESIRABLE)
- Knowledge of Partners for Windows (Time Recording System) (DESIRABLE)