



## Interventions Manager

### *Intervention Team within Commercial Litigation*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Colchester and Leeds we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 240 employees.

#### **The role**

We are looking to recruit an Interventions Manager to work in the Intervention team of our Commercial Litigation department. Reporting to the Partner, you will be responsible for the day to day running of interventions alongside normally at least one paralegal.

#### **Main Duties and Responsibilities:**

- Managing a team of support staff including Paralegals.
- Notifying all current clients of the intervened firm that their firm has been intervened, and assisting them with all issues that may arise.
- Reviewing uplifted practice papers and files to ascertain the stage at which the proceedings have reached and taking any appropriate action.
- Logging reviewed files onto the Case Management Software.
- Handling accounting information and analysing files to ascertain beneficial ownership of monies held in trust.
- Dealing with correspondence and telephone calls.
- Organising boxes and files received from an intervened firm.
- Preparing monthly invoices and financial reports for the SRA.
- Most work will be office based but there may be occasions where you will need to attend an intervention with other members of the team.
- Some manual lifting may be involved.

## **Person Specification**

- Strong academic background with 2:1 at degree level (or equivalent)
- Basic understanding of client / office account ledgers.
- Basic understanding of conveyancing.
- Basic understanding of litigation and legal aid files and systems.
- Experience of running own case load.
- Ability to manage and prioritise a heavy workload.
- Excellent organisational skills and experienced at team management.
- Ability to work under pressure as well as overseeing the team's work, prioritising and ensuring deadlines' are met.
- Good drafting skills.
- Ability to undertake routine work with minimal supervision and ability to be self-sufficient, whilst recognising issues that require escalation.
- Ability quickly to build trust and confidence with others.
- Excellent communication skills, both written and verbal including excellent telephone manner.
- IT literate to include Word, Outlook and Internet applications but with particularly strong Excel and numeracy skills.
- Possess a "can do/will do" attitude and to 'pitch in' with all tasks however complex or menial tasks.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)*