



## NQ Solicitors *Corporate*

### **The Firm**

From our offices in London, Leeds and Colchester, we provide legal services throughout England, Wales and Northern Ireland.

We are a “full service” firm with specialists in Real Estate & Projects, Banking, Commercial/Corporate, Litigation, Housing Management, Construction and Employment.

We are ranked in the top tier by Chambers and the Legal 500 for a number of our specialisms, including our social housing practice.

### **The Department**

The Banking, Governance & Corporate department comprises 5 Partners, 9 Solicitors, 2 trainees, 4 Consultants and a paralegal. The work undertaken by the Corporate team is broad and includes mergers and de-mergers, re-organisations, equity investments, joint ventures (primarily property focussed) and shareholder agreements, disposals and acquisitions of companies and businesses alongside governance, regulation and charity law.

### **Job Purpose**

The Corporate team are looking for talented newly qualified solicitors who are interested in developing a career in Corporate law.

Successful candidates will get exposure to a range of projects and specialisms, these may include:-

- advising large corporate clients on a range of general corporate work who instruct the firm in other areas
- Commercial joint ventures with house builders
- restructurings and M&A for large institutional entities
- reviewing and drafting internal corporate policies including: board minutes, standing orders, financial regulations, investment policies and schemes of delegation
- advising clients on their corporate structures: including reporting on group structures, incorporating development companies, dissolving, striking off or winding up trading subsidiaries, striking off registered societies and registered providers.
- liaising with regulators and registrars including: the Financial Conduct Authority, the Regulator of Social Housing, Companies House, the Charity Commission, HMRC and Homes England

## **Main Duties and Responsibilities of the Role**

- Responsible for the day to day running of files to include, but not limited, to:
  - drafting and advising on commercial and corporate agreements;
  - advice in relation to those agreements, including working cross departmentally with our pensions and employment teams and our real estate teams;
- To keep clients updated with progress and meeting agreed deadlines;
- Organise and maintain tidy and accurate files both in hard copy and electronically;
- To follow department procedures, the Solicitors' 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 Solicitor such as changes in information systems and new technology as may reasonably be required;
- To take on an active role and responsibility for training and developing fee earners.

## **Person Specification**

### **Attributes and Skills Required**

- You will have undertaken seats in Corporate;
- You will have a strong academic background, ideally gaining a 2:1 at degree level;
- You will enjoy client contact and have excellent communication skills, both written and verbal;
- Ability to prioritise workload to increase efficiency;
- You will be commercially aware and have an analytical approach, be proactive and able to convey clear and concise information to clients and external organisations;
- A high attention to detail to produce work / documentation which is consistently of a high standard;
- Have a flexible approach to work to ensure client deadlines are always met and clients are communicated with on a consistent and regular basis;
- Familiarity with the regulatory regime that applies to the social housing sector would be an advantage but is by no means necessary;

*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 identity, 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)*