

## Job Specification

---

Title: Tax Associate (3yrs+ PQE)

Department: Corporate

Reporting to: Tax Partner within the Corporate department

Chargeable hours: 1350

## The Tax Group

---

This is a fantastic opportunity to join a dynamic, market leading group providing innovative tax advice to clients on the tax challenges and risks associated with corporate transactions. We help them to structure and execute transactions tax-efficiently while observing the commercial imperatives and time-frames that govern these deals.

We work closely with clients ranging from entrepreneurs to multinationals throughout the transaction life cycle, from planning to completion.

Our work has an international dimension and we are experienced in advising overseas as well as domestic clients on UK tax issues. We have particular expertise in matters that combine real estate transactions with corporate structuring.

In view of our growing department, we aim to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

## The Role / Duties & Responsibilities

---

As an associate in the tax team, your role is to provide an excellent service to clients, through solution-based advice, inspiring trust and confidence and by being actively engaged in clients' issues.

The team acts for a wide range of clients from listed companies, private equity funds and property funds to family offices and owner managed businesses. The role involves advising clients on corporate, property, employee and personal tax matters and supporting partners and other fees earners, both in the tax teams and the property/corporate departments.

You will already have a strong understanding of UK and international tax law, including fund structures and the taxation of carried interest, but will be supported at all times by partners within the team to

develop this knowledge and apply it to meet the needs of our clients. The ideal candidate will have experience of:

#### Corporate tax advice

- Acquisitions and disposals;
- Mergers and reconstructions;
- Management buy-outs and start-ups;
- Private equity;
- Joint ventures;
- Financing: including domestic and cross border lending;
- Listing of debt and equity.

#### Property tax

- Structuring property investments;
- VAT, stamp duty and SDLT;
- Real estate investment and development funds.

You will work under partner supervision on a broad range of matters. Duties include:

- drafting tailored tax advice and planning solutions for clients, both UK and international
- implementation of advice for clients, including liaising where necessary with other departments and overseas tax/legal counsel
- day to day management of client files from inception of a matter to completion, including scoping and quoting for new matters, keeping clients updated as a matter progresses and billing
- liaising with intermediaries on behalf of clients including bankers, financial advisers and trustees

### General responsibilities:

- Dealing directly with clients and taking primary responsibility for cases or specific tasks
- Taking work from a number of partners and associates and managing workload
- Drafting all documentation observing house style
- Meeting all financial targets
- Assisting in business development and marketing initiatives
- Supervising junior members of the department including paralegals and trainees where required
- Keeping up to date with developments in the law, attending training sessions (internal and external) and contributing to department training initiatives

## Person Specification

---

We look for talented technical lawyers with the commercial expertise to manage an entrepreneurial client base. Our ideal candidate will have many of the following skills and attributes:

- confirmed admission to the roll of solicitors in England & Wales (overseas solicitors with UK experience who do not require visa sponsorship will also be considered);
- excellent academics (at minimum 2:1 degree or international equivalent);
- at least 3 years' PQE in a tax team or international private client team within private practice;
- a demonstrable track record of excellent client care and direct client contact;
- excellent drafting skills with meticulous attention to detail;
- demonstrable track record of technical expertise and know-how contribution;
- a willingness to be actively involved in marketing and business development; and

- a flexible attitude and the ability to work effectively as part of a diverse and inclusive team.

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who will bring energy, drive and enthusiasm to this role and act as an ambassador for the Fladgate brand

## About Us

---

Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- Dispute Resolution: which includes regulatory, corporate governance and investigations, banking and financial services litigation, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, construction, real estate finance and real estate litigation.
- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors

Fladgate is a nimble 80 partner law firm known for its ability to work on fast moving, complex challenges requiring enterprising and commercial solutions.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at [www.fladgate.com](http://www.fladgate.com)

## Inclusion & Diversity

---



*“As the new Senior Partner of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”*

Sunil Sheth, Senior Partner

## Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

- Developing a diverse leadership - we have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.
- Attracting a diverse work force. This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews;
- Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.
- Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



Women in Law Pledge



# Benefits

---

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

## On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- Fee earner bonus - paid when chargeable hours targets are met or exceeded
- New business bonus - calculated as a percentage of work introduced
- Staff introduction bonus - £1,000- 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

## After 2 months:

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

## After 3 months:

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

## After 6 months' service and end of probationary period:

- Private medical scheme insurance medical insurance scheme (non- contributory)

# Parental Leave & Maternity Policies

---

Our aim is to create a culture where our people can thrive and feel supported at work. As such, the firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies\* cover:

1. **Maternity** - We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility\*. If eligible, EMP provides 100% of your salary in weeks 1-12 and 50% of your salary in weeks 13-24. Weeks 25-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least 6 months from the date of your return to work before providing and notice of resignation\*.
2. **Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to 2 weeks\*.
3. **Shared Parental Leave (SPL)** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child\*.
4. **Adoption and Surrogacy\***
5. **Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children\*.

\*Full details can be found in our staff handbook, which will be provided upon offer of employment.

## Flexible working

---

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Flexible working allows our people to cut down their commute time (and cost!), organise their own day and ultimately have an improved work / life balance, all of which contributes to an improved experience as well as better wellbeing and engagement.

Flexible working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we are operating a hybrid pattern of 2-3 days remote and 2-3 days office based. This is subject to change as the role necessitates and not a contractually binding agreement (unless stated otherwise).

Further clarification of this policy will be provided during the recruitment process.



- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



## Social & CSR

---

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

