

## Job Specification

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Title: FFR Associate (Finance): 5 PQE

Department: Funds, Finance & Regulatory (FFR)

Reporting to: A Partner in Funds, Finance & Regulatory

Chargeable hours: 1350

## The FFR Department

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As the FFR department grows, our aim is to recruit astute, motivated individuals to work collaboratively in order to produce top quality work and promote strong client relationships.

By drawing upon our understanding of the needs of both borrowers and lenders, we are able to suggest innovative financing structures and anticipate issues in order to identify and solve problems early on. Our quality specialist expertise includes real estate finance as well as acquisition, sports and project finance, the giving and taking of security over all forms of tangible and intangible property syndicated loans, participations, securitisations and other structured products such as CDOs.

We also have extensive experience in the specialised sphere of asset-based lending. The nature of such transactions requires careful attention to underlying security structures.

Our experience in sectors such as real estate funds, hotels, healthcare, offices, retail and student accommodation ensures that we are able to deliver smart, commercial and efficient solutions for our clients.

We aim to provide clients with practical and commercial legal advice which fits their business goals, drawing on a high level of partner involvement.

Our recent experience:

Acting for **XXIII Capital** on numerous financings secured on **football club transfer** receivables and loans to football clubs secured on their broadcasting receivables income

Advising **Blazehill Capital** in connection with their financing of a well-known US entertainment company to buy out their joint venture partner and related matters.

Acting for **Equitix** in connection with the refinancing of two UK onshore windfarm facilities.

Advising on **a substantial financing** for student accommodation in Nottingham including advice on the occupation of two blocks of accommodation while the third was being developed for the borrower, refinancing with two lenders.

Advising **London & Regional Properties** on the financing of the Fairmont Hotel Monte Carlo, The Mayfair Town House, The Lensbury and the senior and mezzanine financing of the Hilton Hotel, Park Lane, London.

Acting for **OakNorth Bank** in relation to two simultaneous, property-backed financings of a large UK shopping centre in Leeds and London based commercial property.

Advising a bank on a multimillion pound financing of a **super car** to be built.

Acting for Surrey County Cricket Club in connection with their development financing arrangements to fund the upgrading of their facilities at The Oval.

**Band 2: Banking & Finance: Lenders: Lower mid-market**  
*Chambers UK 2021*

## The Role / Duties & Responsibilities

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To work under supervision, supporting the partners to ensure smooth running of finance transactions.

The work will include the following (this list is not exhaustive):

- Enthusiasm for involvement in transactions across the full spectrum, including sports, real estate, acquisition, green energy and receivables financing. Drafting facility agreements/security documents;
- Drafting intercreditor agreements and priority arrangements;
- Using loan market association standard forms as well as client specific standard forms;
- Assisting with negotiation of the finance document and ancillary documents;
- Working closely and co-ordinating with fee earners in different departments that input into the transaction;
- Dealing with complex closings (including conditions precedent etc); and
- Overseeing post completion and conditions subsequent satisfaction.

### Responsibilities Include:

- Take responsibility under supervision for own files and manage all aspects of client work in line with the firm's quality control procedures and the lexcel office manual;



- Deal direct with other lawyers and clients;
- Take work from a number of partners and associates and manage workload;
- Draft all documentation observing house style;
- Assist in business development and marketing initiatives, attending client marketing activities where required;
- Supervise more junior members of the team including paralegals and trainees where appropriate;
- Keep up to date with developments within the law and develop expertise;
- Attend appropriate training sessions and ensure CPD obligations are met;
- Take an active part in departmental activities;
- Present and give training sessions internally and to clients where appropriate;
- Manage the work flow to secretarial and support staff.

## Person Specification

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- Qualified solicitor or legal executive in England and Wales, good degree and "A" levels (or equivalent).
- A minimum of 5 years' experience gained within a finance team in private practice.
- Able to demonstrate exceptional case management and meticulous attention to detail.
- Able to demonstrate a proven track record of excellent direct client contact and client care.
- Excellent co-ordination and organisational skills.
- Communicates effectively and clearly.
- Track record of gaining respect, trust and credibility.
- Ability to initiate and sustain relationships with clients.
- Thinks creatively and has a positive work ethic.
- Energy, enthusiasm and drive.
- Achieves results within given timescales.
- Prioritises tasks effectively.



## About Us

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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:

- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors ; alternative finance providers, banks and debt funds, family offices, owner manager businesses, private equity funds and corporate borrowers FCA applications, advice on UK regulatory frameworks, fund related advice.
- Real estate: including planning, construction, real estate finance and real estate litigation.
- 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 client, capital markets, venture capital, M&A, tax, restructuring, commercial, sports and IP and employment

Fladgate is a nimble 87 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

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*"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

# fladgate

## 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

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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)

**Dress for your day policy:** Our intention is to allow our people to choose a dress code suited to their daily schedule in order to maximise comfort while still maintaining a professional image.

## Parental Leave & Maternity Policies

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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

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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.





## Financial Health

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- 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

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- 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

