

## Job Specification

---

Title: Administrator – 12 month FTC

Department: Corporate

Reporting to: Co-ordinating Legal Secretary

Working hours: Monday – Friday 9.30am – 5.30pm (flexibility may sometimes be required in order to meet the requirements of the role)

## The Corporate Department

---

The success of our Corporate department has been recognised by the independent guides to the UK's legal profession with top tier rankings in the 2020 edition of Chambers UK for Corporate/M&A (Lower Mid-Market) and The Legal 500 2020 for M&A: smaller deals up to £50m.

This is a great opportunity to join the Corporate team that is currently made up of 40 Partners, 28 Associates and Senior Associates, 8 Secretaries, a Paralegal and an Administrator. As the Corporate department grows, our aim is to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand.

## The Role / Duties & Responsibilities

---

As an administrator in the Corporate department, your role is to provide administrative support to the partners and fee earners with their matters. Fladgate operate a linear structure and so you will be working on a daily basis with all fee earners, from paralegals, trainees and newly qualified solicitors to partners.

### Responsibilities Include:

- Diarise critical dates as instructed by partners and fee-earners.

# fladgate

- Printing, copying and scanning (jobs that are too large/complex for fee earners to do, performed by the Administrator or General Office).
- New matter openings, including preparation of Synopsis and CMS conflict searches.
- Billing including taking a proactive approach to preparing WIP lists and drafting invoices for fee earners, saving pdf invoices to file and preparing email/letter to send out to client (to include support for Trainees who are otherwise self-sufficient).
- Finance admin (partner expense claims and accounts forms).
- Assisting where appropriate with loading documents to HighQ and other data sites.
- Collect urgent couriers from Reception.
- Archiving and retrievals.
- File administration i.e. maintaining documents, e-filing.
- File review administration.
- Oyez forms, where appropriate.
- Support to PSL.
- Ad hoc administrative support as required.

## Person Specification

---

### Our ideal candidate will have:

- Strong academics, particularly English and Maths;
- Previous experience within a professional services environment would be advantageous;
- Excellent IT skills;
- Meticulous attention to detail and able to demonstrate experiences of working as a team;
- Strong ability to work accurately to meet deadlines;
- Excellent time management and organisational skills; and
- A demonstrable track record of gaining respect, trust and credibility to both internal and external clients.

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 presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



## 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

---





Sunil Sheth, Senior Partner

*“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”*

## I&D - 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.

# fladgate

- 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
- 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

---

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%



# fladgate

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.

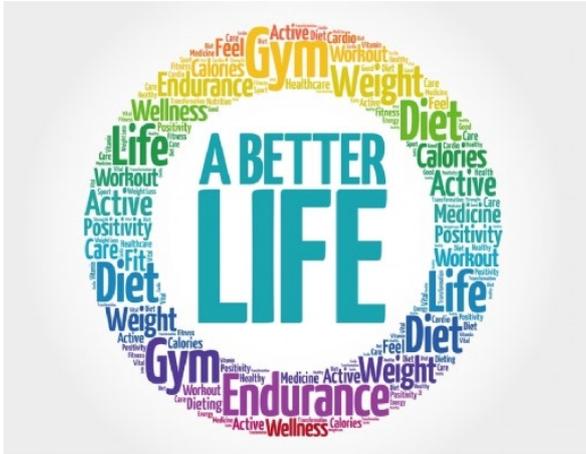
Flexible working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we are operating a hybrid pattern of 2-3 days remote and 2-3 days office based. This is subject to change as the role necessitates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

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

## Wellbeing

---





The firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

## Our Wellbeing programme consists of four key pillars:

### Physical Health

---

- Bupa private medical insurance (optional benefit to join after six months' service)
- Eye test vouchers
- Optional dental insurance
- Flu jabs
- Weekly personal (group) training sessions
- Gym and sports club loans and cycle to work scheme
- Various sports teams and groups across the firm



### Mental Health

---

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling sessions available via the EAP where needed
- YuLife health and wellbeing app
- Annual holiday entitlement and flexible holiday scheme, and the opportunity to buy up to an additional two weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions

