

## Job profile

Title	HR1156 – Private Client & Tax Paralegal
Department	Corporate (Private Client & Tax)
Reporting to	A partner in Private Client & Tax

## The firm

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:

- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- 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
- 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)

## The private capital team

A fantastic opportunity to join our dynamic private capital team which sits within the corporate department. As a member of this team you will deal with high-quality work for UHNW/HNW individuals, families and business owners, many of whom are resident and domiciled outside of the UK.

As the corporate department grows our aim is to recruit astute, commercially minded and client facing associates to represent the Fladgate brand. We offer exceptional training, individual marketing plans and a transparent career development track through to partnership.

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## The role

This position will support the private client partners and fee earners across a wide range of activities.

This will include the management and production of files and documentation, both hard and soft copy, to ensure the smooth running of transactions plus general administrative support and assistance with other projects.

This role offers the opportunity to take high levels of responsibility and will include direct client contact for an ambitious candidate keen to develop their legal and administrative skills. It is likely that the role will involve the need to work longer than "normal" office hours.

The role will appeal to candidates looking for a long term career as a paralegal providing transactional support for the department.

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## Duties and responsibilities

This is not an exhaustive list and will be subject to change as the firm's needs alter:

- helping with file opening billing and file management;
  - liaising with clients in respect of a variety of junior matters;
  - assisting with administrative client matters including company filings, land registry entries and trust administration; and
  - preparing simple legal documents.
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## Person specification

The ideal candidate will have:

- excellent academics (at minimum 2:1 degree from a UK university or international equivalent);
- a legal qualification (e.g. LLB or GDL), or will alternatively be studying to qualify as a Fellow of the Institute of Legal Executives;
- a minimum of six months' recent experience (within the last 12 months) in a private client department within private practice;
- excellent IT skills, including strong working knowledge of Microsoft Excel and intermediate working knowledge of Microsoft Word and other Office packages, working knowledge of a document management system and e-filing and a minimum typing speed of 50wpm;
- a confident telephone manner;
- excellent time management and organisational skills;
- meticulous attention to detail and ability to take clear instructions from fee-earners and other members of the team; and
- a demonstrable track record of excellent direct client contact and care.

## Equal opportunities

As a firm we are committed to the promotion of equal opportunities in all stages of the recruitment process. We are signatories to the Law Society Diversity and Inclusivity Charter and have been awarded the 'Gold standard'.

## Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits such as: a generous holiday allowance of 26 days, new business bonus, fee earner bonus, life assurance, GIP, private medical, contributory pension, season ticket loan, GymFlex sports club loan, free weekly personal training and yoga sessions and staff introduction bonus.