

JOB DESCRIPTION

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| Job Title: | Solicitor |
| Department: | Corporate |
| Group: | Corporate / Commercial (CoCo) |
| Reporting to: | Group Leader / Department Head |
| Location: | Gatwick office |

1. JOB PURPOSE:

- 1.1 To operate as an effective member of the Gatwick CoCo group, working alongside the partners on corporate and banking matters.
- 1.2 Core work will be a wide variety of acquisition and sale of private companies, general shareholder and director matters for private limited companies, and any corporate support required by regional corporate clients (Corporate); as well as a wide variety of banking transactions (acquisition finance, corporate and commercial banking and property finance) acting for banks or their borrowers (Banking).
- 1.3 You will have responsibility for running your own files under supervision.
- 1.4 The team often have to work to stretching timescales, so flexibility of working hours is necessary.
- 1.5 The Gatwick team's focus is building high quality banking and corporate clients in the South East region and being involved in as many of the key regional M&A, private equity and banking deals as we can. Some of the banking work is done in Gatwick for clients in London. We operate as a team, and you will be involved in building and developing client and professional/referrer contacts.
- 1.6 The Gatwick team works closely with the London team, and you need to be able to operate as part of the London transactional team when work demands it. Whilst your base will be Crawley, there may be days when you need to be in London, or even periods of time when you need to be committed to that office. However the key is that you will be looking to build your contact and client base in the region.
- 1.7 You will deal with a wide range of work, and may be required to provide support to the commercial team as well if work pressure demands it.
- 1.8 You will have your own fee and time targets as determined by the Group Leader/Head of Department, including contribution, hours and fees.

2. DESIRABLE KNOWLEDGE, SKILLS AND EXPERIENCE

- 2.1 Some previous experience of Corporate and/or Banking work is required and you will need to demonstrate an ability to work in these fields.
- 2.2 Knowledge of the Companies Acts and a working knowledge of banking and corporate transactional processes.
- 2.3 Ability to effectively manage your time to achieve client and internal deadlines.
- 2.4 Understanding the importance of client care with an ability to deal with a wide range of clients with differing objectives including being able to understand the commercial objectives of the client.
- 2.5 Ability to work within a team and provide support to Associates and Partners as appropriate.
- 2.6 Confident Excel skills sufficient to enable the reviewing of relevant matters.
- 2.7 Competent IT skills including Outlook, Word, Digital Dictation and Axxia.
- 2.8 Ability to draft documentation, with attention to detail.
- 2.9 Understanding of the strategy and vision of the firm.
- 2.10 Ability to communicate effectively with clients, in writing, over the telephone and in meetings.
- 2.11 Ability to convey technical legal information in an effective and accessible way.

3. RESPONSIBILITIES AND DUTIES

3.1 Personal

- 3.1.1 To participate and contribute to the Gatwick CoCo Group to ensure an effective working environment, supporting Partners on more complex matters as appropriate.
- 3.1.2 To attend the Matrix training programme and other relevant technical training to ensure that your skills and knowledge remain up-to-date.
- 3.1.3 To attend and contribute to group meetings.
- 3.1.4 To continuously develop your own technical expertise.
- 3.1.5 To maintain awareness of the local market.



- 3.1.6 To promote the vision and culture of the Firm.
- 3.1.7 To annually participate in review/objective meetings, forwarding a copy to HR.
- 3.1.8 To maintain and participate in our culture where individuals are encouraged to identify problems or mistakes and are encouraged to “speak up” to ensure issues are resolved.
- 3.2 **Legal**
 - 3.2.1 Work as part of the Gatwick CoCo team including:
 - (a) Managing data rooms
 - (b) Due diligence
 - (c) Disclosure Letters
 - (d) Drafting and negotiating loan and security documents
 - (e) Managing condition precedent processes
 - (f) Completion management and document production
 - (g) Meetings with clients and professionals
 - (h) Running small transactions with supervision
 - (i) Provide ongoing deal updates to clients
 - 3.2.2 You will participate in and on occasion deliver training.
 - 3.2.3 You will need to build a regional contact base and attend networking events.
- 3.3 **Financial**
 - 3.3.1 To be responsible for ensuring achievement of own key financial targets, including fees, contribution and payment of debts and disbursements.
 - 3.3.2 To maintain accurate data on case manager and The Bus (our internal financial information system).
 - 3.3.3 To monitor your own performance in relation to the number of live files, file closures, file openings, billing, time recording and to take appropriate action to ensure targets are met.
 - 3.3.4 To scope and estimate for all matters appropriately, including use of budget templates, and deliver work on time and on budget.



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3.4 **Client Care**

3.4.1 To be responsible for the delivery of the service to the client, ensuring that the highest standards of client care are maintained so that clients use DMHS again and recommend the firm to others.

3.5 **Business Development**

3.5.1 To assist with marketing and business development initiatives such as writing for e-newsletters, or attending internal and external events.

3.6 **Risk**

3.6.1 To be fully familiar with the Money Laundering and FSMA Policies and Procedures and to ensure full compliance with them.

3.6.2 To conform to the risk management procedures as stated by the firm.

3.6.3 To attend regular meetings with the group to review all current work and workloads.