

JOB DESCRIPTION

Job Title:	Solicitor
Group:	Corporate
Reporting to:	Group Leader/Department Head
Location:	Guildford

1. JOB PURPOSE:

- 1.1 To operate as an effective member of the Corporate Group, working alongside the two Guildford Corporate Partners in the development and growth of a corporate practice which primarily serves owner-managed corporate clients in a rapidly expanding, and innovative, local economy (see <https://www.investinsurrey.co.uk/>) .
- 1.2 Core work will be acquisition and sale of private companies, private equity and financing of private businesses and any corporate support required by regional corporate clients.
- 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 Corporate team's focus is building high quality corporate clients in the region, and being involved in as many of the key regional M&A and private equity deals as we can. We operate as a team, and you will be involved in building and developing client and professional/referrer contacts.
- 1.6 The Guildford team works closely with the wider Corporate team in other offices, and although primarily based in the Guildford office, you will be required to support the Gatwick office. You will also need to be able to operate as part of the other offices' transactional teams when work demands it.
- 1.7 You will be well connected in the Guildford area and will be looking to build your contact and client base within the region.
- 1.8 You will need experience in a wide range of work, and may be require to provide support to the commercial and banking teams if work pressure demands it.
- 1.9 You will have your own fee and time targets.



1.10 Achieve the targets as defined by the Group Head/Head of Department, including contribute hours and fees.

2. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

2.1 Previous experience of Corporate M&A work is required and you will need to demonstrate an ability to do so.

2.2 Knowledge of the Companies Acts and a working knowledge of corporate transactional processes.

2.3 Able 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 Able 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, with emphasis on the interaction of services required by corporate clients and their owners, e.g. succession strategies and tax planning through Business Property Relief.

2.10 Communicate effectively with clients, in writing, over the telephone and in meetings.

2.11 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 Corporate Group to ensure an effective working environment, supporting Associates and Partners on more complex matters as appropriate.

3.1.2 Attend the Matrix training programme and other relevant technical training to ensure that skills and knowledge remain up-to-date.

3.1.3 To attend and contribute to group meetings.

3.1.4 Continuously develop their own technical expertise.



- 3.1.5 Maintain awareness of the legal market relevant.
- 3.1.6 To promote the vision and culture of the Firm.
- 3.1.7 Annually participate in review/objective meetings, forwarding a copy to HR.
- 3.1.8 To maintain a 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 M&A corporate team including:
 - (a) Setting up and managing data rooms
 - (b) Due diligence
 - (c) Disclosure Letters
 - (d) Drafting ancillary documents, completion management and document production
 - (e) Meetings with clients and professionals
 - (f) In due course run small transactions with supervision
 - (g) 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 Maintaining accurate data on case manager and The Bus.
 - 3.3.3 To monitor 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 Scope all matters appropriately, including use of budget templates, delivering work on time and on budget.



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 seminars.

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 Conforming to the risk management procedures as stated by the firm.

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