

# Insolvency Paralegal

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**Job Title:** Insolvency Paralegal

**PQE Required:** N/A

**Location:** London

**Reports to:** Tim Francis

## WHO WE ARE

We are a growing, progressive and forward-thinking law firm where exceptional technical ability is a given, but this, combined with the personality and creativity of our people, is at the very heart of our successful business.

We are recognised experts in a number of areas of law, including legal services provided to SMEs, directors and shareholders, private clients, banks and financial institutions and insolvency practitioners. These legal services are offered from our main London and our Cardiff offices.

We are constantly looking to develop technologically and have a focus on quality legal services and will support individuals with innovative ideas.

Many of our solicitors previously worked at national and international law firms but have chosen to join us to work with our great team and longstanding clients. They enjoy working in a forward looking firm where collaboration and ideas are encouraged.

Equally we are a firm who invests in it's people supporting and encouraging career development at all levels.

## ROLE OVERVIEW:

We are looking at recruiting for junior positions in our insolvency team dealing with contentious and non-contentious insolvency matters. The successful candidate will be someone looking for a career in insolvency and preferably have some experience, be it in personal bankruptcy or corporate insolvency. Our emphasis is more on finding the right people to be part of a growing team blending in with colleagues and clients, and who are able to both contribute to our success and to continue enhancing their own skills through learning.

## SPECIFIC EXPERIENCE:

The successful candidate will ideally have some background or experience in insolvency related matters in the following areas:-

1. A general understanding of insolvency processes including bankruptcy, liquidation, administration and restructuring;
2. Some work experience in an insolvency service related business environment;
3. Experience in undertaking legal research and drafting legal documents using appropriate precedents and templates;

## IDEAL CANDIDATES SHOULD EXPECT TO:

1. Provide support to the Insolvency team in carrying out legal work under supervision;
2. Work efficiently and effectively in providing legal support in ongoing cases;
3. Be adaptable and proactive in prioritising and managing workloads to ensure deadlines are met
4. Contribute towards marketing content for the firm's website and other social media channels
5. Be keen to develop themselves in a unique environment.
6. Be able to show good commercial judgment.
7. Be able to work in a busy team and support other fee earners as required,
8. Be client focused with excellent communication skills.

Emphasis is placed on candidates who are energetic and enthusiastic wanting to work in the insolvency arena who are keen to learn and expand their knowledge of these areas.

### **Remuneration and Benefits**

**Salary:** £25,000 per annum plus discretionary bonus scheme based on firm's performance

#### **Benefits:**

Annual Leave 25 days paid annual leave per annum

Life Assurance: Automatic enrolment in the Firm's scheme on commencement of employment providing a lump sum of 4 x annual salary in the event of death whilst employed (Max. age 64).

Private Health Cover: Entitlement to join the Firm's scheme after completion of the Probationary Period.