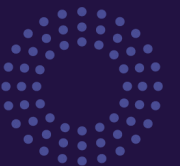




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Legal PA – Private Client Department (1 month FTC)



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

Managing Partner

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About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be.

We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself



Howard Kennedy at a glance

We have over 150 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

375+

People

150+

Lawyers

55+

Partners

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.

25%

International work

70+

Countries

2

International legal networks

Sectors and services

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

£56.9m

2020/2021 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

Responsible business

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

Wellbeing

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. This has been a particular focus for the management during the Coronavirus outbreak. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

The primary purpose of the role will be to provide first class professional legal secretarial and administrative support to a busy team of fee earners (including partners) in our Private Client Department, namely the Trusts and Estates Disputes sector. This role will be on a contract basis for one month.

Secretaries work principally for named fee earners, however all secretaries work as part of a team with shared responsibilities. Team members will be expected to prioritise and share tasks when appropriate in order to meet business needs.

ROLE RESPONSIBILITIES

- Proactive and ongoing management of fee earners' inboxes, including filing emails in Filesite.
- Monitoring and responding to post/emails, prioritising correspondence to enable fee earners to focus on urgent matters and using initiative to route emails to the appropriate individuals for swift response and action.
- Creation of new client/matter files and onboarding clients and undertaking due diligence.
- Creating first draft Engagement Letters and distributing the same once approved by the matter partner.
- Dealing with the end to end billing process including running reports using Elite 3E reporting.
- Assisting partners/fee earners by liaising with the billing team, producing the relevant documentation and reports, and prompting Partners/fee earners to complete all necessary paperwork.
- Creating precedent invoice letters to send to clients.
- Preparation of account forms and where necessary management of client invoices.

Job title: Legal PA

Position type: 1 month FTC

Reports to: Private Client & Family Team Coordinator

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY (continued)

- Produce hearing bundles ensuring the relevant court documents are in the relevant section etc.
- Department specific support, e.g. familiarity with standard Court Forms.
- Delegate and manage work to our Document Production Centre, ensuring dictations and documents are submitted and returned in a timely manner.
- Proof reading to ensure all documents produced are accurate and correctly presented paying attention to Howard Kennedy house styles.
- Typing/amending documents and drafting where appropriate.
- Identify files on Fee Earner matter list to be archived.
- Collating and indexing legal documentation, deeds scheduling and deeds management.
- Proactive diary management to include booking of internal/external meetings, identifying potential clashes.
- Being proactive by ensuring that the fee earners have any paperwork, equipment and supplies required for any meetings, travel etc.
- Ensure all requirements are met when arranging meetings eg booking meeting rooms, video conference facilities, refreshments, restaurants.
- Responding and dealing with external or internal telephone calls and queries in a professional manner, taking clear and concise messages.
- Establishing relationships with clients and clerks at chambers and being able to give assurance with generic queries, demonstrating knowledge of the files.
- Preparing agendas, presentations etc for internal/external meetings.
- Ensuring all external contacts/agent fees are updated to relevant systems.
- Dealing with BD activities ensuring all relevant databases are updated.
- Minute taking.
- Dealing with all travel arrangements including producing detailed itineraries.
- Inputting expense claims via Chrome River.
- Event planning (liaising with BD).
- Delegating appropriate work to the Team Assistant.
- Undertaking research.
- Small volume photocopying and scanning, with delivery/collection of large volume photocopying and scanning and couriers to the Document Services team.
- Support to other Legal PAs where required, especially during any absence.

REQUIREMENTS

Essential

- Experience in a law firm, specifically in contentious trusts and estates disputes, supporting litigation fee earners in a demanding, high performing professional services environment.
- Excellent oral and written communication skills.
- Excellent diary management and proactivity skills.
- Effective and professional telephone manner.
- Ability to work well under pressure, remaining calm and focussed.
- Ability to work in a team and to multitask.
- Excellent organisational skills and time-management skills.
- Excellent attention to detail.
- Excellent use of Outlook, Microsoft Word, Excel, PDF and Powerpoint.

Desirable

- Practical use of BigHand digital dictation system.
- Practical use of Elite 3E system.
- Practical use of DocuSign system.
- Practical use of Carpe Diem system.
- Practical use of Lexis Smart Forms or Laserforms
- Practical use of CRM.
- Practical use of Chrome River.

ABOUT YOU

- Constant enthusiastic, can-do and positive approach to tasks and situations as well as requests for action outside normal scope of duties.
- Ability to take personal responsibility, ownership and behave responsibly.
- Friendly, co-operative and approachable at all times.
- Listens carefully and questions to ensure all relevant information is obtained to action.
- A resilient character with a positive attitude.
- Ability to be flexible and self-motivated.
- A strong team player.
- A strong communicator with individuals of all levels.
- Displays discretion when dealing with sensitive information.

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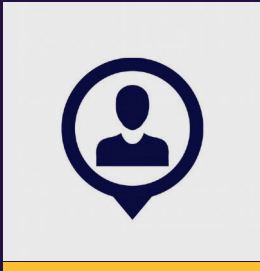
We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

If you'd like to know more about this role please get in touch with the contact listed below.



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