

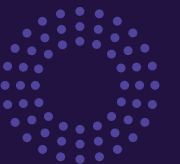


HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Paralegal, Corporate - M&A



# 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 140 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.

**425+**

People

**150+**

Lawyers

**60+**

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

**£64.9m**

2022/2023 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

This is an excellent opportunity for an enthusiastic and diligent Paralegal to join our Corporate department, with an exciting and varied workload that will involve a combination of M&A and corporate real estate work across the team. The M&A team comprises a multi-disciplinary team of lawyers, who provide legal advice on corporate transactions and for clients across a range of sectors. Our work includes:

- Corporate Real Estate
- Mergers & Acquisitions
- AIM work
- Private Equity
- Company Secretarial Support and Company Incorporation

There is a generalist corporate role, supporting partners and solicitors across the team and dealing with a range of transactional and non-transaction work, including mergers and acquisitions, joint ventures, shareholder arrangements and investments, reconstructions and general corporate and commercial advice, due diligence work, drafting ancillary documents and post completion work.

**Job title:** Paralegal, Corporate - M&A

**Position Type:** Permanent

### Benefits:

- Competitive salary
- 28 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

Responsibilities include but not are limited to:

- Supporting across a wide range of corporate real estate transactions and joint ventures, share purchase agreements and wrapper type deals, joint venture arrangements and agreements, LLP and partnership agreements for real estate clients.
- Liaising with and coordinating advice from other departments on projects and transactions.
- Assisting on the international transactional and inward investment work from our two legal networks and other international sources.
- The candidate will have good communication skills and will be working in a team alongside junior and senior colleagues.
- Contributing to the effectiveness of team work flow, including attending departmental and other appropriate briefings to assess current and future needs
- Filing and file-keeping
- Related administrative tasks

## ABOUT YOU

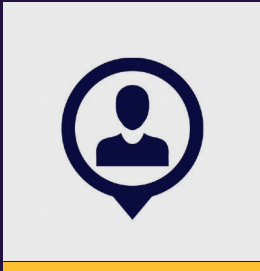
Ideally you will be able to demonstrate;

- Previous experience of working within a corporate team supporting on M&A transactions
- Excellent skills in Word, Outlook, Excel
- Excellent organisational skills including data room management
- Excellent time management and to enable efficient co-ordination of work
- Excellent literacy, spelling and grammar
- Excellent interpersonal skills and the ability to work well within a team. You must be able to establish and maintain effective working relationships with colleagues and clients.
- The ability to interpret instructions correctly and act upon them.
- Comfort using own initiative and taking responsibility where necessary and appropriate.
- Excellent attention to detail with the ability to perform in a high volume, deadline-orientated role.
- Discretion and a sound understanding of client confidentiality.
- The ability to communicate with clients and contacts in a helpful and efficient manner, responding to client queries where appropriate.
- Interested and willing to learn and develop and take an active role in transactions.

# 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.



**Laura Cooper**

Senior Recruitment Manager

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