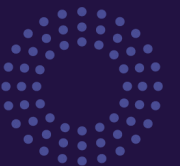




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Legal PA – Family (12 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

+44 (0)20 3755 5442

craig.emden@howardkennedy.com

About us

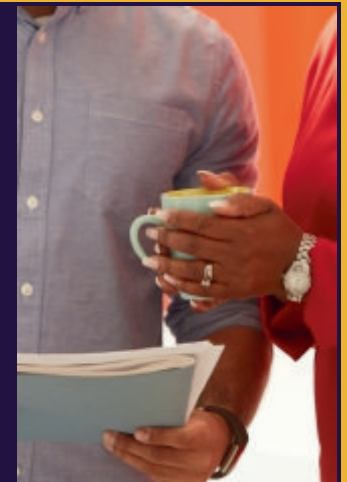
We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 lawyers in one location, we ensure our clients have the right team to help them get from where they are to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

This is an excellent opportunity for an experienced Legal PA to join our Family team on a 12 month fixed term contract basis. You will provide professional Legal PA support to a number of Partners and fee earners within our Family department, working principally for named Partners and fee earners, however all Legal PAs work as part of a team with shared responsibilities.

ABOUT YOU

Ideally you will be able to demonstrate:

- Experience in a PA / support role within a professional services environment.
- Excellent diary management skills.
- Excellent organisational and time-management skills.
- Excellent attention to detail.
- Ability to work well under pressure remaining calm and focussed.
- A client service orientated approach.
- Confidence in Excel and PowerPoint
- Discretion when dealing with sensitive information.
- Ability to be flexible and self-motivated.

Job title: Legal PA

Position Type: 12 month fixed term contract

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

- Proactively managing and maintaining Partner and fee earners' diaries, making appointments and co-ordinating internal and external client meetings and ensure all work activities are scheduled effectively, including the identification and resolution of potential challenges and clashes.
- Arranging (or delegating to a TA) the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc. and liaise with internal and external meeting attendees. Co-ordinate fine dining arrangements circulate menus and confirm booking.
- Management of Partners' and fee earners' inboxes when they are out of the office and monitor and respond to post/emails, prioritising correspondence to enable Partners/fee earners to focus on urgent matters and using initiative to route emails to the appropriate individuals for swift response and action; wherever possible, responding to and filing emails in to iManage.
- Printing correspondence for hard copy files as well as electronic files.
- Responding and dealing with external or internal telephone calls and queries in a professional manner, taking clear and concise messages. Establishing relationship with clients and clerks at chambers and being able to give assurance with generic queries, demonstrating knowledge of the files.
- Manage the workflow to our external outsourcing typing provider ensuring dictations and documents are submitted and returned in a timely manner.
- Proofreading all work to ensure consistent accuracy and high standard.
- Typing and drafting where appropriate anything our external outsourcing typing provider is unable to undertake i.e. payment invoices, acceptance of events etc.
- Preparation of account forms e.g. Chaps payments.
- Produce trial bundles ensuring the relevant court documents are in the relevant section etc.
- Preparing bundles to counsel and indexing documents
- Preparing agendas, presentations and meeting papers, including print production and timely distribution and chasing papers for meetings and ensuring that Partners/fee earners have papers at adequate planning time.
- Demonstrating an understanding of the end-to-end billing process and Elite financial 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 etc. Creating precedent invoice letters to send to clients.
- Developing system for putting counsel fees on the ledger (received by e mail and hard copy) and ensure these are billed monthly.
- Ensuring BD is fully informed of any BD activities and updating the schedules as required. Identify BD related meetings and colour code so information can be pulled into tracker.
- Taking ownership of the Family BD Database, updating regularly



ROLE RESPONSIBILITY cont.

- Where applicable, ensuring travel arrangements are made through the correct channels, producing detailed itineraries and ensuring expense claims are completed; Organise any client entertainment for any internal or small external events and liaise with BD.
- Department specific support, such as familiarity with standard Family Court Forms etc.
- Responsible for opening new client and matter files on the Mattersphere and obtaining and co-ordinating CDD. Ensuring department file opening form is also complete.
- Identifying files on Fee Earner matter list to be archived.
- Collating and indexing legal documentation, deeds scheduling and deeds management.
- Undertaking research using the internet, databases etc.
- Small volume photocopying and scanning, with delivery/collect of large volume of photocopying and scanning and couriers to Repro team.
- Support to other Legal PAs where required, especially during an absence.
- Acting as a mentor to the TA.

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.



Sarah Jones

Recruitment Assistant

+44 (0)20 3755 5554

sarah.jones@howardkennedy.com

WWW.HOWARDKENNEDY.COM

No.1 London Bridge, London SE1 9BG

