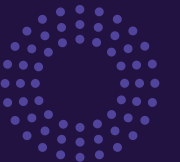




HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

Paralegal, Real Estate – Banking & Real Estate Finance



# 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 that come and work for us, and the same vision and values.

As a law firm we aim to provide straightforward legal 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

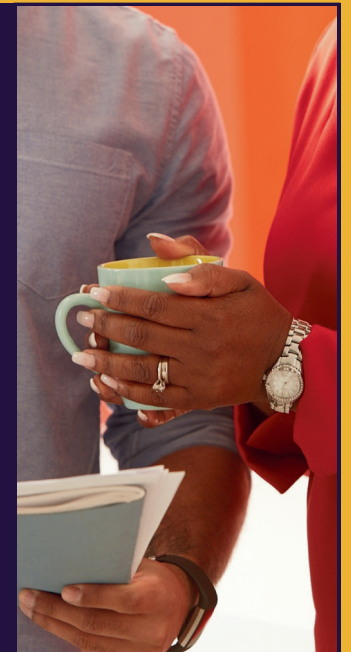
Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk straight

Think smart

Be yourself

They point us in the right direction so that we can keep our firm's promise and grow our business.



# 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

## Work 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 both legal professionals and our business services teams. 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

For more information, visit [www.hk.co.uk](https://www.hk.co.uk) or contact your HR representative.

# Job description

## THE ROLE

We are seeking an experienced paralegal to join our highly ranked Banking & Real Estate Finance (BREF) team on a permanent basis. The paralegal is one of a team of five. Their work focusses on the smaller instructions from challenger banks and bridging/development loan funders that form the core of the team's client base, offering a turnkey operation which enhances the attractiveness to lender clients of the BREF team's overall service proposition.

The role, which involves day-to-day contact with and advising of clients, as part of a collegiate team environment where people work together to deliver outstanding client service, reports to a senior lawyer in the BREF team.

The ideal candidate will have had experience with volume property finance transactions and will be organised, self-motivated and committed to delivering quality work for clients within tight deadlines.

This opportunity will allow you to develop and grow your legal expertise and case management skills, and you will also be encouraged to develop your business development and marketing skills.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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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.

**Job title:** Paralegal

**Position Type:** Permanent

**Reports to:** Head of Team

### 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

- Implementing on each new lending instruction the formal team protocol to deliver as far as is possible a turnkey service.
- Having day to day conduct (subject to associate supervision) and responsibility for short term secured loan instructions from banks and bridging lenders from instruction to completion.
- Overseeing post-completion registration and other formalities.
- Dealing with loan redemptions, discharges of whole and parts of securities, loan tranche releases and further advances.
- Handling client expectations and deadlines in a proactive manner.

## ABOUT YOU

Ideally you will be able to demonstrate:

- Experience in property finance transactions, ideally with specific knowledge and experience of acting on behalf of challenger banks and bridging/development loan funders
- Previous experience of operating in a fast-paced environment with a significant amount of client contact
- Understanding of basic property elements including exposure to Land Registry titles and registrations.

- Confidence in dealing with client queries
- Excellent interpersonal skills - with the ability to establish and maintain effective working relationships with colleagues and clients at all levels.
- The ability to work with others effectively, including assisting others with prioritising and file management tasks.
- Excellent organisational skills and ability to prioritise and perform in a high volume, deadline-orientated role.
- Excellent attention to detail.
- An understanding of the importance of excellent client service.
- Proficiency in Microsoft Office and some understanding of case management software.

# 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.



**Nicole Chapman**

Recruitment Advisor

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