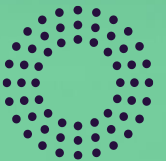


HOWARD KENNEDY



SPACE TO BE EXTRAORDINARY





Welcome message

At Howard Kennedy you have the space to be extraordinary.

Rewarding work with great clients and exceptional colleagues. Plenty of responsibility and the chance to make a real difference in an agile, growing firm. For the right person, Howard Kennedy is a place to actively develop your business practice and career.

Whether you are an ambitious and talented individual wanting to hit the ground running from day one, or an established professional looking for a new opportunity, Howard Kennedy is the firm where you can really make it happen.

The firm has earned a strong reputation for its exceptional and uniquely talented people who between them deliver outstanding results for clients. In a firm of our size, our strong team dynamic creates a thriving culture of creativity and entrepreneurialism. Howard Kennedy is a pragmatic and non-hierarchical environment where success is shared, and you are proactively encouraged to thrive at your own pace.

Our distinctive culture is built on fairness and respect. Guided by the firm's values of 'Talk Straight, Think Smart, Be Yourself', everyone in the firm holds equal value, and everyone plays their role in supporting, encouraging and inspiring colleagues to do their best work.

At the same time, Howard Kennedy recognises and rewards individualism, celebrating the diversity of its people and supporting them to grow their practice and drive their own career advancement.

As well as client work, there is opportunity to broaden your horizons at the firm with fulfilling pro bono and charity projects. And we have a regular social calendar full of wellbeing activities, charitable and social events too.

Craig Emden

Chairman

Craig.Emden@howardkennedy.com

About us

We are a London based, full-service law firm, specialising in providing straightforward advice on domestic and international matters. With almost 200 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.

We are a firm with ambitious plans. In the international arena, we have been a member of Meritas and Lawyers Associated Worldwide for many years working with a truly global range of clients across the Middle East and Israel, Africa, Asian subcontinent, Far East, Western Europe, and the US.

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 almost 200 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.

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.



500+

People

25%

International work

195+

Lawyers

70+

Countries

70+

Partners

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

74.4m

2023/2024 revenue

Why Howard Kennedy?

LEARNING AND DEVELOPMENT

At Howard Kennedy you have the space you need to be yourself, while working with some of the most brilliant minds who will inspire, challenge and support you every day. We will nurture you as you grow your career, while recognising that everyone's goals and aspirations are different.

There are established career frameworks in place for both lawyers and support services. Our talent development programmes are designed to enable our future leaders to achieve their potential and ensure succession for key roles. At the same time, development is available to everyone regardless of your aspiration.

RESPONSIBLE BUSINESS

Our responsible business strategy is designed to impact our society and world in which we operate. We focus on six strategic areas, People; Environment; Social Impact; Ethics and Supply Chain, Clients, which were designed through engagement with our people, clients and suppliers and have a comprehensive plan of delivery behind each one. We encourage our people to get involved.

WELLBEING

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. The health and financial needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support, free independent mortgage advice and access to a 24/7 virtual GP service. We also offer free and confidential counselling for anyone that needs it.



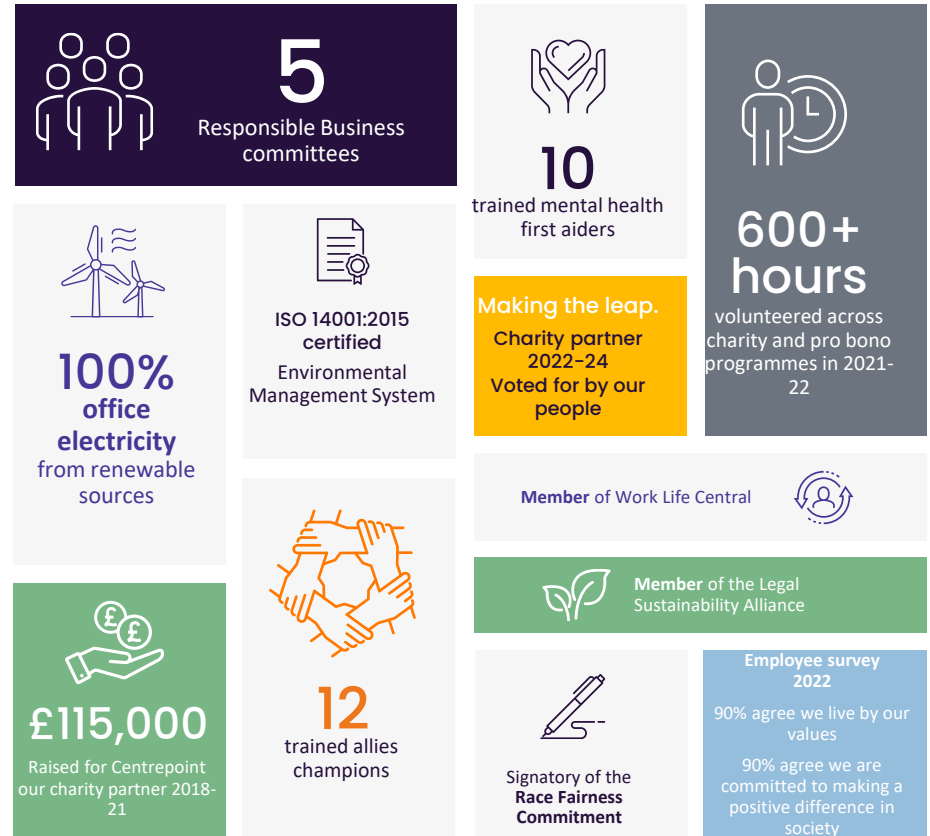
Responsible Business

Guided by our values, we're committed to inclusively and sustainably supporting our people, our clients, our communities, and the environment.

At Howard Kennedy, we take our responsibility to manage the impact we have on the world in which we operate, seriously. That's why responsible business is a core part of our business strategy. It's seen as essential in helping us achieve our vision to be a progressive, independent and profitable business

As a responsible business we focus on:

- **People:** Nurturing an inclusive, values-driven culture where everyone can be themselves, with their development and wellbeing at the centre.
- **Environment:** Working to reduce our environmental impact and promote environmental awareness and responsibility among our people.
- **Social Impact:** Promoting equality of opportunity and access to justice by sharing our time and skills through volunteering, fundraising and pro bono services.
- **Ethics:** Ensuring and maintaining the highest standards of professional integrity, operating ethically with clear and transparent governance.
- **Supply Chain:** Working with suppliers who are compliant, responsible and share the same values as we do.
- **Additional:** We're helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



The Role

Personal Assistant, Private Client & Family

This is an exciting opportunity for an experienced Private Client Legal PA to join the Wealth and Succession Team in our Private Client Department on a full-time permanent basis. You will provide first class professional PA support to a busy team of fee earners (including partners).

The Legal PA will be an integral part of our busy team and will work principally for named fee earners, but also as part of our PA team with shared responsibilities. We're looking for an experienced Legal PA who can prioritise and delegate effectively, with excellent communication and organisation skills.





Main Responsibilities

- Proactively manage and maintain fee-earner diaries, making appointments and co-ordinating internal and external client meetings including ensuring fee earners have relevant materials required for any meetings, the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc.
- Management of fee-earners' inboxes when they are out of the office; monitoring and responding to emails/post, 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; wherever possible, responding to and filing emails in to iManage.
- Making travel arrangements (domestic and foreign), producing itineraries and ensuring expenses claims are completed, when necessary.
- Onboarding new clients by following compliance rules, to include requesting official KYC documentation, managing opening of new matters and creating first draft Engagement Letters for fee earner approval.
- Acting as the key contact point for internal and external queries posed to the fee-earners who you support.
- Producing documentation as required - typing, drafting and amending documents, letters and correspondence where appropriate and proofreading all work to ensure consistent accuracy and high standard.
- Preparation of account forms and coordination of the end-to-end billing process and Elite 3E financial reporting; assisting fee-earners by liaising with the billing team, producing the relevant documentation and reports, and prompting fee-earners to complete all necessary paperwork etc.

Main Responsibilities

- Delegating and managing work to our Document Production Centre, ensuring dictations and documents are submitted and returned in a timely manner.
- Collating and indexing legal documentation, deeds scheduling and deeds management.
- Undertaking research using the internet, databases etc.
- Liaising with clients, Counsel and other external parties.
- Supporting other PAs where required, especially during any absence.
- Using initiative to take responsibility of administration that will assist the fee earners.
- Ensuring all correspondence/documentation is correctly electronically filed on iManage.
- 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.
- Department specific support, e.g. familiarity with standard forms and Precedents.
- Proofreading to ensure all documents produced are accurate and correctly presented paying attention to Howard Kennedy house styles.
- Ensuring all external contacts/agent fees are updated to relevant systems.
- Dealing with BD activities ensuring all relevant databases are updated.
- Event planning (liaising with BD).
- Delegating appropriate work to the Team Assistant.
- Small volume photocopying and scanning, with delivery/collection of large volume photocopying and scanning and couriers to the Document Services team.





About you

- Experience in a law firm, supporting fee earners in a demanding, high performing professional services environment.
- Experience in Private Client Law is essential.
- Extremely well organised with excellent diary management and time management skills.
- Strong communication skills with the ability to communicate with individuals of all levels, both internally and externally.
- Displays discretion when dealing with sensitive information.
- The ability to remain calm and focused, even when working on multiple priorities.
- Excellent oral and written communication skills.
- Display a high level of attention to detail.
- A proactive, flexible and self-motivated approach.
- A strong team player.
- Knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Specific knowledge of Wills, Probate and Lifetime Planning would be advantageous.
- Experience with BigHand, Elite 3E, Intapp, Chrome River, Lexis Smart Forms and iManage/FileSite would be advantageous.



Want to know more?

Our firm champions individualism and thrives on dynamic teamwork. We've built a strong reputation on the success of our exceptionally talented people – each of them bringing a unique set of strengths, skills and perspectives that when combined, lead to outstanding results for our clients.

However you want to progress your career, Howard Kennedy can help you make it happen.

Join us, and find your space to be extraordinary.

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



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