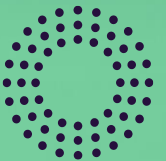


HOWARD KENNEDY



# SPACE TO BE EXTRAORDINARY

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# 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**

Managing Partner

[Craig.Emden@howardkennedy.com](mailto: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.





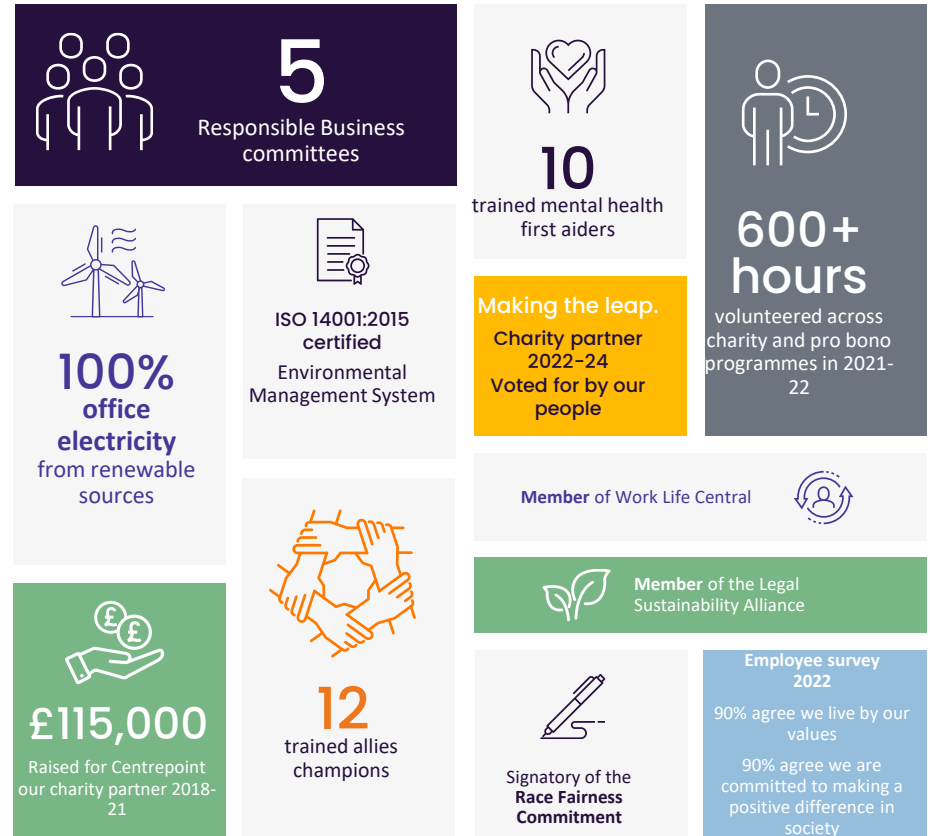
# Responsible Business

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

## Legal PA – Corporate

This is a fantastic opportunity to join our Corporate department on a permanent basis, providing first class professional Legal PA support to a number of fee earners.

The Legal PA will be an integral part of a busy department and will work principally for named fee-earners, but also as part of the EA/PA team with shared responsibilities. Team members will be expected to prioritise, share tasks and provide absence cover when appropriate to meet business needs.

We are looking for an experienced Legal PA that can prioritise and delegate effectively, with good communication, organisational skills and the ability to work well and calmly under pressure in a fast paced role.





## Main Responsibilities

- Proactively manage and maintain fee earner diaries, making appointments and co-ordinating internal meetings and external client meetings including the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc, ensuring fee earners keep to schedule and that all necessary materials are to hand.
- Making travel arrangements, producing detailed itineraries and ensuring expenses claimed are completed.
- Management of fee earners' inboxes when they are out of the office and 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; wherever possible, responding to and filing emails into iManage.
- Communicate with clients to support our client relationships and be able to deal with client queries.
- Respond and deal with external or internal telephone calls and queries in a professional manner, taking clear and concise detailed messages.
- Attend meetings to take minutes, including recording relevant action points and working with fee earners to action these.
- Assist with client on-boarding including drafting engagement letters, obtaining KYC and monies on account.
- Manage the workflow to our Document Production Centre ensuring dictations and documents are submitted and returned in a timely manner.



# Main Responsibilities

- Document amendments, comparisons and proof reading all work to ensure consistent accuracy and high standard.
- Typing and drafting where appropriate.
- Take responsibility for and leads on departmental and firm initiatives, including on BD and other internal initiatives, as requested by fee earners.
- Preparation of account forms e.g. Chaps payments, credit notes.
- Coordinate 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. Assisting with debt management.
- Managing the team's client payments to ensure these are charged to the client.
- Working with the BD team and fee earners to assist with pitch preparation, management of BD mailings, and coordinating responses and BD events.
- Small volume photocopying and scanning, file opening and closure, collating and indexing legal documentation.
- Ensuring any paper/electronic filing and archiving required are kept up to date.
- Delegating appropriate tasks to the firm Team Assistants.
- Support to other EAs and PAs where required, especially during any absence.





## About you

- Experience in a deadline-driven, high performing legal team.
- Flexible with time – willing to work beyond contractual hours when required.
- Good knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Excellent oral and written communication skills.
- Excellent diary management, organisational and time management skills.
- Effective and professional telephone manner.
- Excellent attention to detail.
- Client service orientated approach.
- Leads by example and is seen as a role model.
- Displays discretion when dealing with sensitive information.
- Proactive, flexible and self-motivated.
- A strong team player.
- Experience with BigHand, Elite 3E, iManage and Docusign 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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**Recruitment Assistant**

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