

Position: Litigation Associate

Location: Jersey / London

Contact: recruitment@bakerandpartners.com

Application: CV and covering letter

The Firm

Baker & Partners is a leading and award-winning litigation firm with expertise in Jersey, Cayman and the BVI. We specialise primarily in asset tracing, contentious trusts, corporate and commercial disputes, often with an international dimension. We provide legal advice and representation for corporate and private clients, financial institutions, governments and intermediaries across the world.

Purpose of the role

To work as part of our Jersey or London-based team providing litigation and dispute resolution services to Baker & Partners' clients. This entails supporting the partners and senior associates and taking principal responsibility, as appropriate, for matters relating to the provision of specialist contentious trust, asset tracing, commercial, corporate and regulatory law advice to individuals and institutional clients.

Main responsibilities

- Manage and coordinate client work as delegated by the partners
- Deliver excellent quality, timely and professional client service
- Legal and document research and analysis
- Assisting with disclosure tasks
- The maintenance of the document management (both hardcopy and electronic filing)
- Input into preparation of court bundles
- Attending client conferences and court hearings when required
- Taking accurate notes and preparing typed copies for later reference
- Preparation of good first drafts of, skeleton arguments, pleadings, proofs of evidence, chronologies, dramatis personae, witness statements and correspondence
- Act as junior advisors to the Senior Associates and Partners and provide assistance to them on any given case
- Associates may be expected manage some cases with the supervision of a Partner/Senior Associate
- Appropriate and effective delegation of tasks to the Paralegals
- Preparing correspondence

- Take personal responsibility for achieving target hours, proactively manage billings and debtors and record time in a consistent way
- Promote and strengthen the Baker & Partners' brand
- Take responsibility for a range of non-chargeable activities to build the firm's know-how and external reputation through seminars/writing of articles/presentations etc
- Working with colleagues from other teams and offices on multi-disciplinary and international projects
- Taking responsibility for a wide range of tasks/projects as required by the lawyers/partners in the group
- Adhering to all policies, procedures and regulations as required

Qualifications required

- UK & NI /Jersey/Commonwealth legal qualification. (LPC / BVC qualifications - or equivalent - essential)
- 1–5-year PQE (solicitors and barristers welcome).

Knowledge/skills/experience

- Knowledge and experience of litigation and dispute resolution in private client, commercial, corporate or a regulatory context
- Experience of working offshore welcome but not essential
- Knowledge of or a desire to learn about offshore law
- Strong technical ability
- Business development experience and/or motivation to assist with business development
- The ability to prioritise and manage time and tasks effectively

Competencies

- The ability to communicate effectively with peers, staff and clients
- A client centric approach
- Strong self-motivation and drive
- A solution driven attitude to problems
- The ability to instil confidence in partners, peers and clients
- A positive and optimistic attitude
- The ability to work collegiately and be an effective team player
- Sound judgement and strong commercial awareness

In this role you will be expected to:

- Behave in a manner in keeping with our core culture and values

- Adhere to all policies, procedures and regulations including those around anti-money laundering and terrorist financing
- Commit to fulfilling any personal CPD requirements and continually developing your skills and knowledge

All suitable candidates interested in this exciting opportunity should send a covering letter and their Curriculum Vitae setting out full details of their experience, achievements and qualifications to recruitment@bakerandpartners.com