

**Job Title** Associate

### Job Summary

Assist senior practitioners with the management of complex client case work and transactions, dealing with queries from clients and assisting in all legal matters. You will also handle your own matters (with moderate supervision) ensuring that the firm's clients receive an exceptional level of client service.

### Main Duties and Responsibilities

Responsibilities and tasks include, but are not limited to, the core areas of support described below:

Commercial/Private Client focused practitioners:

- Integral member of the team on transactions, leading workstreams on large transactions and running smaller transactions (depending on your precise level and experience).
- Drafting tailored advice and planning solutions for clients, both Gibraltar and international
- Create solutions using legal knowledge, effective research techniques and commercial judgement to advise and support clients.
- implementation of advice for clients, including liaising where necessary with other departments and overseas tax/legal counsel.
- Draft and review legal documents clearly and concisely to ensure clarity and consistency
- Challenge and test advice against legal compliance and risks.
- Liaison with intermediaries on behalf of clients including bankers, financial advisers and trustees

Litigation focused practitioners:

- Analyse and investigate litigation matters and develop arguments.
- Conduct comprehensive legal research and draft meticulous legal documents, such as pleadings, witness statements, and expert reports.
- Assist in all phases of litigation including Prepare and review motions, briefs, and discovery, and participation at trial
- Proficient in advocacy and expected to appear regularly before the Gibraltar Courts and tribunals including but not limited to, conducting summary trials, small claims, attendance at case management/pre-trial hearings and acting junior in Supreme Court jury trials
- Working within a dedicated criminal law and criminal defence team ([Criminal Law and Criminal Defence | Hassans](#))
- Develop and implement case strategies in collaboration with senior practitioners
- Prepare legal correspondence and maintain thorough case files
- Report to senior practitioners and clients regarding case status/progress.
- Attend client meetings and provide legal advice
- Conduct interviews with clients and witnesses
- Represent clients in negotiations, mediations, and settlement discussions to secure favourable outcomes.

General

- Be proactive in expanding legal knowledge by staying abreast of relevant laws, regulations and industry practices, to ensure technical expertise is up to date and provide clients with the most current legal advice.
- Develop relationships with clients and actively engaging in business development and thought leadership initiatives and seeking out opportunities for new work.
- Collaborate with colleagues across various departments to deliver integrated legal solutions and support business development initiatives.
- Undertake risk analysis in conjunction with or by assisting the Compliance Department and complete know your client verification checks on new client relationships to ensure compliance with the firm's systems of control to prevent money laundering and/or terrorist financing activities;

- As you grow in experience, you will have extensive client contact both as part of your daily working routine as well as having the opportunity to develop new client contacts.
- You will develop an unbeatable multi-disciplinary skill set as well as client facing skills whilst working with some of the best-known market leaders in their respective practice areas.
- Supervision of junior staff including paralegals and trainees where required
- Compliance with Solicitors Accounts Rules and Rules on the Professional Conduct of Solicitors.
- Day to day management of client files from inception of a matter to completion, including scoping and quoting for new matters, and keeping clients updated as a matter progresses
- Ensure the fair charging of time spent on a daily basis and manage own WIP, cash collection and debtors' process. Work efficiently to minimize write-offs.
- Meet all financial targets.

This job description is provided only as a guide to assist the employee in the performance of their job. The Firm is a fast-moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an exhaustive, inflexible or finite list of tasks and may be varied from time to time in the light of changing circumstances after discussion with the postholder.

#### **Person Specification**

- Lawyer with 2-4 PQE in relevant practice areas
- Approved, admitted and enrolled as a Barrister or Solicitor in Gibraltar
- Sound intellectual skills evidenced by a strong academic background
- In-depth legal knowledge, including relevant legislation, case law, and industry standards.
- Exceptional analytical, drafting, and negotiation skills.
- Proven success in delivering solution focused advice to clients
- Demonstrates a keen interest and enthusiasm to learn about our clients' businesses
- Strong interpersonal and communication skills, with the ability to build rapport and trust with clients and colleagues.
- Demonstrates excellent organisational, time, project and diary management skills and the proven ability to manage multiple priorities in a fast-paced environment to achieve objectives without sacrificing quality and accuracy.
- Effective team player
- Client orientated with the ability to handle highly confidential information and maintain high levels of confidentiality and discretion at all times.
- Excellent attention to detail and accuracy.
- Committed to the delivery of the highest levels of customer service.
- Demonstrated commitment to professional development and staying current with legal and industry trends.
- Empathetic, responsive and reliable.