



Working together #joinduncantoplis

We will be the firm that clients always choose to work with and where talented people belong.

Corporate Solicitor

Job description

Job title: Corporate Solicitor
Location: Grantham or Lincoln
Reports to: Director

Role summary

The purpose of the role is to provide legal advice to companies and partnerships and their directors, shareholders and partners on their legal rights, responsibilities and obligations and supporting with corporate agreements and business transactions.

Key responsibilities

Team responsibilities

- Provide support to Director in providing advice to clients.
- Supervise administrative support staff and paralegal.

Client responsibilities

- To ensure commitments to clients are met within required timescales to a high standard of completeness.
- Maintain and develop relationship with clients and intermediaries.
- Keep up to date with legal knowledge as well as regulatory changes that may affect clients.
- To promptly report to their Director any concerns which may affect the firm's client relationship e.g. money laundering, unethical business practice, complaints etc

Business Development/New Business responsibilities

- To develop and maintain a close working relationship with clients. To understand their business, and to identify any opportunities for cross selling of other group services.

Technical responsibilities

- Drafting shareholder agreements
- Drafting articles of association for:
 - Owner Managed Businesses
 - Joint ventures
 - Property Management Companies
- EMI Schemes:
 - Option agreements
 - Reviewing and amending articles to include pre-emption rights, tag along and drag along rights and compulsory transfer provisions
 - Ancillary documents including board minutes, shareholder resolutions
- Share Purchases and Sales
 - Reviewing share purchase agreements
 - Advising on warranties
 - Preparing disclosure letter
 - Preparing ancillary documents
- Capital reduction demergers
 - Board minutes
 - Resolutions
 - Solvency statements
 - Statements of compliance
 - Company Forms

Reviewing responsibilities

- Responsible for reviewing the team's work and attend any meetings with the clients.
- Provide feedback on improvements and identify key areas that need to be discussed with the Director.

Administrative responsibilities

- To ensure accuracy of all work undertaken by yourself and others.

Finance and Budgetary responsibilities

- Ensure all clients are billed correctly in a timely manner.
- Manage the Work in Progress and billing to ensure a good recovery rate.
- Ensure recoverability targets are met.
- Monitor debtors and support with cash collection.
- Provide finance with support in chasing unpaid fees, ensuring the debtors list is maintained with the targets of the firm as measured against every month.

Training responsibilities

- Develop and maintain your professional competences necessary to provide a high quality service to clients and other stakeholders.
- Undertake CPD that is relevant to developing and maintaining professional competency, professional skills and values, ethics and attitudes which is in compliance with the relevant regulatory body.
- Record all CPD activities and submit annual returns in accordance with requirements.
- Update team members on any legislative changes or procedural changes .
- Identifying training issues.

The Company reserves the right to vary or amend the tasks and responsibilities of the post holder at any time according to the needs of the Company's business.

Person specification

This section aims to identify the type of person, in terms of capabilities and competencies that could best perform the post.

Qualities	Essential	Desirable
Required Educational attainment:	<i>Completed Training Contract including at least one seat in Corporate Team</i>	
	<i>Completed Legal Practice Course</i>	
	<i>Degree 2:1 (preferably a law degree)</i>	
Required Knowledge and Experience:	<i>Working as a solicitor/trainee</i>	

	<i>solicitor in a corporate law firm</i>	
Required Skills:	<i>Microsoft Word</i>	<i>Microsoft Excel</i>

RATIFICATION DATA:

Job Description and Person Specification prepared by:	
Date prepared:	
Job Description and Person Specification ratified by [in HR]	
Date ratified and agreed:	
Version: <i>[version control to ensure correct and most up to date JD is in circulation]</i>	

[job descriptions will be considered to be approved and valid once HR has validated and agreed the content].

Duncan & Toplis, an employer of choice

As current holders of both the ICAEW Large Accountancy Firm of the Year Award and a recipient of the GOLD mark of distinction from Investors in Customers, Duncan & Toplis is a great place to apply and explore your talents.

We love to champion our team members, and we pride ourselves in being able to attract and retain top talent from across our region.

Our flexible working and benefits schemes are hugely competitive, and we reward our team members for their loyalty, hard work, and the results they achieve. Our team member perks enable you to enjoy a healthy work-life balance.

Actively involved in our local communities, we take our social responsibility seriously and encourage our team members to get involved in supporting local initiatives, whilst on a global level, we are members of Kreston International, which means that our team members are supported by over 25,000 peer professionals, from 200+ firms around the world.

By creating a positive working environment, we position our team right at the heart of everything we do – after all that's why our clients continually choose to work with us!

