

Job Description

Position: Associate

Location: British Virgin Islands

Function: Legal

Reports to: Senior Associate/Partner

This job description is generic and, therefore, is not an exhaustive list of duties and responsibilities. These can be expanded upon by your line manager.

About the role

Baker and Partners (“**B&P**”) is the premier independent specialist offshore litigation and dispute resolution practice located in Jersey, London, BVI and the Cayman Islands. We are seeking an associate with experience in insolvency, contentious restructuring, asset recovery and commercial litigation, including complex and multi-jurisdictional disputes, to support and enhance our growing BVI team.

Key responsibilities of the role include:

- Providing support and assistance to more senior lawyers in the firm to enable them to give a consistently excellent level of service to the firm’s clients including:
 - The identification of the legal and factual issues in cases
 - Assisting to produce and implement a clear plan for how the client’s aims can be lawfully achieved
 - Refining issues of law or fact
- Legal and document research
- Assisting with disclosure tasks
- The maintenance of the document management (both hardcopy and electronic filing) on each matter
- 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.
- Associates who are legally qualified will not be expected to appear in Court until they have attained a sufficient degree of proficiency, in the judgment of the Partners, to effectively represent the firm’s clients in Court. Such proficiency might be gained by learning from established attorneys in the firm and demonstrating ability in the course of advocacy training courses, whether internal or external.
- 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.

Client Relations:

- To provide a high-quality legal service to all B&P clients.
- To develop and maintain good client relationships, gaining the confidence of clients and other professionals.
- Receive requests for legal advice from current and potential clients and to decide, working with more senior lawyers, on the most appropriate response.
- Establishing, with more senior lawyers, what needs to be done to solve a client's problems.
- Attend meetings with clients.

Professional Standards:

- To work and behave in an ethical and professional manner.
- Comply with procedures set out in the staff handbook.
- Carry out duties given by more senior lawyers and follow all reasonable instructions.
- To participate in the growth and development of the department / firm.
- To treat clients, other members of the firm and court staff with appropriate respect and courtesy.
- Treat all information about the firm, its clients, and their business as wholly confidential.
- Keep up to date with changes in the law.
- Attract additional business from new and existing clients.

Personal Development:

- Demonstrate a commitment to ongoing personal and professional development (and where relevant comply with the minimum CPD requirements).
- Positively contribute to the achievement of the Firm's strategic business objectives.
- Have a clear understanding of what it would take to develop a career to the next level.
- Support internal procedures and systems of B&P including file / case management, time recording.
- Participate in team meetings.
- Attend internal training and external training as and when required.
- Keep up to date with law and best practice.
- Share knowledge with colleagues.
- Maintain high standards of professional conduct while generating income for the firm, ensuring that the fees earned sufficiently exceed total costs and expenses incurred.

Fee Contribution:

- To record all chargeable time and to achieve a minimum number of chargeable hours per calendar month, in line with the Firm's current policy.

Strategic and Commercial Awareness:

- To be able to show in a discussion familiarity with B&P's strategy, values, and an understanding of the type of clients B&P is targeting and the reasons why.

Marketing, Business Development:

- Proactively promote the Firm through contributing to business development activities. These activities include but are not limited to article writing, attending business development meetings, attending conferences and posting social media.

Technical Ability:

- Possess a good working knowledge of BVI law and legal procedure.
- Demonstrate competence in legal research and the ability to accurately identify and analyse key points.
- Display competence in drafting legal documents
- IT literate
- Be able to make accurate notes in line with the Firm's best practice.

Experience and Qualifications:

- 2+ year PQE, preferably with experience in an offshore firm or international firm
- Strong academics (educated to degree level, having preferably obtained a 2:1 (or equivalent) or above although all applications will be considered).
- Possesses and/or is prepared to proactively develop their understanding of law and legal procedure.
- Self-motivated and willing to use initiative and motivation. Must be a team player.
- Willingness to proactively contribute to the success of the firm.
- Ability to manage assigned tasks in an efficient and timely manner.
- Ability to keep calm under pressure
- Excellent attention to detail
- Able to prioritize effectively to meet deadlines without compromising accuracy.
- Exceptional interpersonal skills, demonstrating professionalism in all dealings.
- Highly effective organisational skills
- Excellent communication skills including proficiency in spoken and written English.
- Flexible approach to work.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable adjustments may be made to enable individuals with disabilities to perform the essential functions. The noise level in the environment is moderate.

Status of Job Description

The job description detailed above does not form part of the employee's terms and conditions of employment and may be amended from time to time. Any amendment will be notified to you. The description is, however, intended as guidance as to what is expected in the proper and efficient performance of the role and may be considered in assessing the employee's performance.

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