

Position: Senior Associate
Location: British Virgin Islands
Function: Legal
Reports to: Partner

The Firm

Baker & Partners is a leading and award-winning litigation firm with expertise in Jersey, London, Cayman Islands and the British Virgin Islands. 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 BVI based team providing litigation and dispute resolution services to Baker & Partners' clients. This entails supporting the partners 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

- Providing support and assistance to partners 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
- Assisting with disclosure tasks
- The maintenance and document management on each matter
- Responsible for checking prepared court bundles
- Attending client conferences and court hearings when required
- Act as advisors and provide assistance to the Partners on any given case
- Senior Associates will be expected manage some cases with the supervision of a Partner
- Appropriate and effective delegation of tasks to more junior members of the team
- Manage and coordinate client work as delegated by the partners
- Deliver excellent quality, timely and professional client service
- Legal and document research and analysis
- 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

- Supervising preparations of documents to be notarised and apostilled
- Drafting court documents such as, fixed date claim forms, applications, affidavits, schedule of costs, court orders and other documents as required
- Proofreading and finalizing written submissions, witness statements, appeal applications and other documents as required
- Ensuring that legal requests are processed efficiently and in a timely manner, while complying with appropriate regulations, rules and deadlines
- 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

Qualifications required

- CARICOM or UK & NI legal qualification. (LPC / BVC qualifications - or equivalent - essential)
- 6-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
- Able to demonstrate high levels of initiative and motivation, but also work closely with other team members
- Demonstrates excellent interpersonal skills, professionalism in all dealings. Able to deal sympathetically and appropriately with internal and external clients and to show empathy with them
- Demonstrate Leadership and management skills, with support from the Firm via training if required

Competencies

- The ability to communicate effectively work collegiately with peers 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
- 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
- Attend internal and external training events as and when required
- Maintain high standards of professional conduct while generating income for the firm, ensuring that the fees earned sufficiently exceed total costs and expenses incurred
- At all times, actively expand case load
- To participate in the growth and development of firm
- To treat clients, other members of the firm, court staff etc with appropriate respect and courtesy
- Treat all information about the firm and its client and their business as wholly confidential
- Keep up-to-date with changes in the law and procedures

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