



Job Description

Job title: Senior Associate

Department: Private Client & Trust

Jurisdiction: Jersey

Purpose of the role

To provide technically excellent legal advice on a range of issues, whilst building and maintaining productive relationships with clients and intermediaries.

Key Responsibilities

- Be able to provide, sound, quality technical advice and guidance to clients
- Be able manage files with minimal Partner input
- Be established and recognised by others in an area of expertise
- Ensure you and your team members record and bill their time in accordance with policies and procedures
- Ensure clients are fully informed as to the fees and disbursements that will incurred on each matter and provide updates as required
- Be a significant point of contact in your area of expertise for a number of clients
- Demonstrate a thorough understanding of and be able to generate repeat business from existing clients
- Be accountable for the coaching and development of paralegals, trainees and new joiners and assist other team members as and when required
- Act as mentor for Trainees and Associates

Competencies

- Qualified Lawyer with typically 5+ years of PQE
- Excellent academic background, including 2:1 at degree, plus Commendation/Distinction at LPC (or equivalent)
- Experience from a relevant law firm environment, ideally within a Magic/Silver Circle firm (or equivalent) demonstrating good, consistent performance over the last two financial years
- Excellent drafting and written communication skills
- Develop the highest standards of professional knowledge and ability
- Proactively contribute to the development of know-how, including precedents, practice notes and publications
- Be proactive in ensuring all matters are billed monthly or where bespoke billing arrangements have been agreed within a reasonable timeframe
- Be proactive in ensuring fees are collected within 60 days of a bill being issued
- Demonstrate an ability to establish, build and maintain relationships with external contacts
- Prepare for and attend business development meetings to achieve a positive outcome
- Prepare and present training seminars internally and externally as required
- Adopt a positive approach to change
- Promote team work and strong relationships with immediate team members, other teams across jurisdictions and Business Services to achieve personal team and group objectives

Job description (cont.)

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com