Job Description

Job title: Associate/Senior Associate
Location: Corporate
Jurisdiction: Jersey (BVI Lawyer)

Purpose of the role
The Associate Lawyer will advise on technical, strategic and procedural aspects across the spectrum of problems although the focus will be on providing BVI advice on corporate and finance matters.

Frequently multi-jurisdictional in nature, your activities may include providing advice in relation to companies, shareholder issues, director duties, investments, banking and other financial transactions, and all respects of the regulatory framework within which our clients must operate.

Key Responsibilities
- Responsible for providing technically sound legal opinions and technical advice to clients
- Support senior fee earners by providing technically sound legal advice directly to clients with appropriate supervision
- Manage 'work in progress and debt' in accordance with business standards
- Responsible for the quality of client services provided by self and direct reports including support staff
- Responsible for building and maintaining productive working relationships with clients and staff alike
- Responsible for preparation of fee matter estimates and quotations
- Expected to contribute to the management and development of junior fee earners
- Responsible for ensuring effective management of time, effort and resources in order to generate maximum efficiencies
- Expected to make a constructive contribution to the non-chargeable activities of the department, the firm, and the Ogier Group

Competencies
- Qualified Solicitor with 3 – 5 years post qualification experience
- Excellent academic background, including 2:1 at degree, plus Commendation/Distinction at LPC (or equivalent)
- Experience within a Leading Firm is essential
- Must be detail oriented and organized
- Must possess analytical skills
- Must have excellent customer service skills, good verbal and written communication skills and computer skills are required
- Must be fair, honest and trustworthy in all dealings
- Must be able to perform under pressure with minimum supervision
- Must be focused and productive
- Build commercial awareness and share knowledge and relevant new information with your immediate team in know how sessions
- Keep up to date with technology and business tools relevant to the role
- Be proactive in ensuring all financial matters are timely and up to date
- Ability to spot, identify and follow through business development opportunities
Job description (cont.)

- Build productive and strong relationships both internally and externally
- Ability to delegate appropriate tasks to juniors
- Assist with the coaching of bursary students and summer interns as and when appropriate
- Promote team work and develop strong relationships with immediate team members

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

Regulatory information can be found at ogier.com