



## Job Description

Job title: Senior Associate

Department: Business & Trust Law Group

Jurisdiction: Guernsey

### 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](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)