

Insolvency Solicitor - Job Specification

Job title:	Insolvency Lawyer
Reporting to:	Malcolm Niekirk - Insolvency Partner
Hours per week:	Full time 36.25 hours per week, Permanent
Location:	Christchurch

Frettens is looking for solicitors, experienced, newly qualified (or even soon to qualify), interested in developing their skills in insolvency law and practice. Our established insolvency and corporate recovery team is growing. You will be working alongside the partner in charge of the team, who is also qualified as an insolvency practitioner and has an established reputation in the field. Their career experience includes secondments to the recoveries department of a bank and also working alongside appointment-taking insolvency practitioners. Most of the team's clients are insolvency practitioners acting as liquidators, administrators, trustees in bankruptcy and in other formal appointments. You may not have much experience in insolvency law, but don't let that deter you from applying if you're interested in learning, and being trained.

Core values - what we look for in all Frettens staff:

Someone who:

- Is IT literate and confident in learning new processes
- Is consistently friendly and approachable
- Doesn't use jargon with clients
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- Solicitors, whether experienced, NQ, or even about to qualify.
- An interest in developing personal marketing and networking skills
- Desire to become skilled in conveying information accurately and articulately, both verbally and in writing
- Desire to develop negotiation and influencing skills
- Ability to motivate yourself to meet / exceed targets
- Ability to structure own workload, making best use of resources and time
- Shows initiative
- Creative, able to generate new ideas and original solutions
- Focuses on detail, needs to be methodical, organised, systematic
- Anticipates client's future needs, sees opportunities for other teams and makes suitable introductions
- Returns client calls
- Willing to meet new clients and learn to try to win new business
- Promotes Frettens on service and values (rather than price alone) and follows up on viable enquiries

Desirable talents

The following abilities would also be desirable:

- Excellent organisational skills
- Experience in fields of commercial law, such as:
 - Company law;
 - Commercial law, drafting and negotiating contracts;
 - Commercial litigation;
 - Commercial property
- Able to work independently and manage a caseload
- Ability to adapt and respond to changes

Salary and Benefits

- Salary is negotiable dependent on your experience.
- Frettens offer a wide range of benefits to our staff - See **Working at Frettens - Benefits**.