

# Job Specification

<b>Job title:</b>	Insolvency Lawyer
<b>Reporting to:</b>	Malcolm Niekirk - Insolvency Partner
<b>Hours per week:</b>	Full time, Permanent

Frettens is looking for a qualified solicitor (or nearly qualified) or legal executive, interested in developing their skills in insolvency law and procedure. We are building a team to work in insolvency and corporate recovery. 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 to work 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. Previous experience in insolvency law is not required.

## Essential qualities

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

- A NQ solicitor, or even about to qualify. Up to three years PQE.
- 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

## Core values - what we look for in all Fretstens 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