

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.

Working at Frettens – Benefits

At Frettens Solicitors, we endeavour to invest in our employees and offer a place to work which is supportive, fulfilling and enjoyable.

Facilities

- The firm invests substantially in IT and offers systems and training which sets us apart
- All staff use the latest available versions of Microsoft Windows and Office
- All staff are provided with dual monitors
- Phone headsets are available to those who prefer them
- All of our offices have fitted kitchens where tea, coffee and squash are complimentary and boiling water and filtered, chilled and ambient water is available on tap
- Fruit is freely available in each kitchen
- We have an interactive company intranet which all staff are encouraged to utilise.

Medical

- Private healthcare policy is available to all staff
- Health cash plan is available to all staff, enabling refunds on bills for optical, dental, chiropody, chiropractic, physio etc.
- Life insurance for all staff paying out four times your annual salary
- Annual paid sick allowance

Work life balance

Approximately 40% of our staff work non-standard hours – we understand that it is important for employees to have flexibility in their working hours and the ability to fit their work and personal lives together.

- Flexitime is available to the majority of staff from their very first day (exceptions are in areas like reception where alternative flexibility is available). The flexitime works by bringing forward or back your start time on the same day, as long as the core hours of the day are covered and is pre-agreed to ensure teams are not left short staffed.
- Soft start time – start up to 15 minutes late and finish accordingly late on the same day – available any day and not pre-agreed (to account for traffic/delays etc.)
- Starting annual leave of 20 days / 25 days dependant on role (pro-rata for part time staff)
- Option to buy additional holiday if eligible
- Long service annual leave entitlement increases - after 5 years an additional day, after 12 years a further additional day. A bonus week's holiday in recognition of 10 years' service awarded in Year 11.
- Additional annual leave day for your birthday when your birthday falls on a weekday

Social and communication

- Monthly firm-wide meeting to communicate news
- Monthly prizes for referrals to other teams
- Quarterly prizes for the most referrals
- Quarterly special recognition award and prize, nominated by colleagues
- Annual staff Christmas party, where meal and drinks are paid for by the firm
- Annual staff and family BBQ where food and drinks are paid for by the firm
- Monthly drinks allowance for get together after work
- Active Social Committee who organise social events such as bowling, quizzes, karaoke etc. which are often subsidised by the firm.

Additional benefits

- Free or subsidised parking available to all
- Enhanced maternity pay for qualifying staff
- Christmas bonus for support staff
- Performance related bonus for qualifying staff
- Recruitment incentive of £2,500 or £500
- Support for professional training – including some funding and time off for study where applicable
- Mobile phones for qualifying staff
- Discounted legal fees