



## WE ARE HIRING A LAWYER!

### ABOUT CLEVELAND & CO™:

Cleveland & Co External In-House Counsel™ is a specialist outsourced legal team providing advisory services in the investment management sector. We are built on our ability to think differently, pioneering a better way to serve our clients in an ever-changing world while fostering a culture of success.

We are a team of highly skilled legal professionals at the top of our game. We got here because we believe in doing whatever it takes to be successful. We are current, resourceful, dynamic and agile. Our success is not measured by what floor our office is on but instead, on the impact we can make in the world.

### ABOUT YOU:

Cleveland & Co™ values people with drive who contribute to the team's and our clients' success. If you are results focused, accountable and looking for a role that will support your development, you might be a good fit. If you love what you do and want to make a difference, we want to hear from you.

### WE ARE LOOKING FOR AN AMBITIOUS LAWYER

We are looking for an ambitious lawyer with the qualities listed above, at least 2 years' experience (preferably with in-house experience either directly or via secondments) and an excellent working knowledge of at least two of the following:

- Commercial contracts such as NDA's, IT contracts, engagement letters, service agreements;
- Corporate arrangements such as letters of intent, term sheets, SPA's, SHA's, APA's, due diligence, corporate debt;
- Company documentation such as corporate establishment, SHA's, LPA's, articles of association, directors appointments, board packs, employee share schemes;
- Real estate joint venture transactions;
- Financial services regulation;
- funds across jurisdictions (including mutual, private equity, real estate and hedge); and
- investment management.

Must-have skills for this role:

## LAWYER

- independent, resourceful, and confident with great problem-solving skills;
- strong interpersonal skills, business sense, and professionalism to communicate with all levels of management, staff and clients;
- proactive, able to take the initiative and anticipate the firm's and client's needs;
- ability to work effectively with a range of personality types and seniority levels;
- self-starter with a history of pushing for deadline-driven results;
- be able to jump in and support the team when/where needed; and
- lead and be one step ahead, constantly be thinking about what needs to be done next to improve things for the team and our clients. Think of new initiatives, new ways of doing things, and introduce them into the workday, to help move us forward.

## RESPONSIBILITIES

The lawyer will work within the team to assist with all aspects of our advisory services and courses, including without limitation:

- investment management/advisory agreements;
- distribution agreements;
- custody agreements;
- administration agreements;
- placing agreements;
- transactional documentation (LPAs, SPAs, APAs etc)
- UCTIS and AIFs;
- private equity funds;
- hedge funds
- real estate funds;
- commercial contracts;
- company law;
- corporate governance;
- regulation;
- legal research; and
- writing legal articles.

## BENEFITS:

- A culture of success focused on our values and results

## LAWYER

- Opportunity to immediately impact growing a successful firm with industry recognition
- Exciting varied work gaining experience from multiple investment firms
- Scope for fast career progression and skills development
- Opportunity to attend relevant courses
- External mentoring programme
- Performance bonus scheme
- Profit share scheme
- Statutory Pension
- Ride to work scheme
- Annual away day
- Regular social events

## LOCATION:

Our offices are in a restored period factory building located in the well-connected and trendy neighbourhood of Bermondsey in London.

## SALARY:

FTE: £25,000-£50,000 based on experience. We are open to those candidates looking for part-time employment or flexible working as well as those returning from a career break.

## CONTACT DETAILS:

Please contact Vicki McEwan ([recruitment@cleveland-co.com](mailto:recruitment@cleveland-co.com)) information or to submit your CV.

Please see our careers page for further information about working with us <https://cleveland-co.com/life/our-jobs/>

