



WE ARE HIRING A PARALEGAL!

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.

ARE YOU LOOKING FOR A FRESH CHALLENGE?

Cleveland & Co™ is a growing business and we value people with drive who contribute to the team's and our clients' success.

As a firm regulated by the Solicitors Regulatory Authority ("SRA"), we are looking to recruit talented paralegals who can grow within the firm and take part in shaping it's future.

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 A PARALEGAL

We are looking for an ambitious **paralegal** with at least 2 years' in-house experience and an excellent working knowledge of at least three of the following:

- commercial contracts;
- corporate;
- company law;
- financial services;
- regulation;
- funds;
- corporate governance; and
- employment.

Must-have skills for this role:

- 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 Paralegal 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.
- Exciting varied work gaining experience from multiple investment firms.
- One-to-one mentoring with experienced investment management lawyers and a collaborative team environment.
- Scope for 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.

We have a relaxed and friendly office environment, and we dress casually unless we are meeting with clients.

SALARY:

FTE: £20,000-£25,000 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) for more 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/>

