



## NEW YEAR – NEW OPPORTUNITY!

## WE ARE HIRING A PARALEGAL

### ABOUT CLEVELAND & CO<sup>™</sup>

Cleveland & Co External In-House Counsel<sup>™</sup> is a specialist outsourced legal team providing legal advisory services in the investment management industry. 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.

Cleveland & Co External In-House Counsel<sup>™</sup> is an established law firm that provides leadership and vision for our 180+ international clients who have a combined AUM of over £8 trillion.

We are a team of highly skilled 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, agile, and proud of the impact we can make in the world. Our single global team of pace setting professionals is the key to supporting our global client base and their continued success. We pride ourselves on being flexible, effective, and efficient in determining our clients' objectives and are driven by their success.

With our head office in London, we are in the next phase of our business plan, expanding into Asia Pacific and North American markets, with offices to be set up by the end of 2022. Are you ready to be part of a firm that is at a very exciting stage in its lifecycle with never ending opportunities?

### ARE YOU LOOKING FOR A FRESH CHALLENGE?

Cleveland & Co is a growing business, and we value honest 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 people who can grow within the firm and take part in shaping its future. If you are results focused, accountable, and looking for a role that will support your development, then you're the perfect fit. If you love what you do and want to make a difference, we want to hear from you.

You will need your own MacBook or other Apple device, which is part of our "bring your own device" policy.

### WE ARE LOOKING FOR AN AMBITIOUS PARALEGAL

We are looking for an enthusiastic and ambitious paralegal, with the qualities listed above, who is looking for a varied role that will offer a broad range of experience with firms across the financial services industry. The ideal candidate will have at least 2 years' in-house experience (either directly or via secondments) and will have demonstrated a reasonable working knowledge of at least three of the following:

## Paralegal

- funds across jurisdictions;
- investment management;
- financial services regulation;
- general regulation (e.g. GDPR, AML, MAR)
- corporate; and
- commercial contracts.

Required technical skills are:

- English speaking;
- attention to detail and issue spotting;
- ability to review commercial contracts; and
- prepare succinct legal summaries and advice for clients.

Must-have criteria for this role:

- discrete and honest personality;
- friendly and collaborative approach;
- professionalism;
- independent, resourceful, and confident with great problem-solving skills;
- strong interpersonal skills, business sense, and professionalism;
- proactively support the team;
- eagerness to learn;
- ability to work effectively with a range of personality types and seniority levels;
- self-starter with a history of pushing for deadline-driven results;
- a good working knowledge of MS Office is essential;
- ability to commute to the office as this is an in-office role; and
- a mac laptop as we operate a BYOD policy to allow for maximum agility.

## RESPONSIBILITIES

You will work within the team to learn and support on a variety of client work, including without limitation:

- commercial contracts;
- transactional documentation (e.g. LPAs, APA's, term sheets, etc.);
- legal advice;
- agreements covering regulated activities;
- financial services and general regulation;
- funds (mutual, private equity, real estate, hedge and listed);
- legal research; and
- writing legal articles.

The right candidate will also be adept at:

- building and managing client relationships;
- working collaboratively to deliver quality work to clients; and
- driving strategy to contribute to the success the firm.

This role is a great chance for a paralegal to broaden their horizons on a greater variety of legal documentation and become knowledgeable in the investment management industry.

## BENEFITS

- Sponsorship for UK residents under the UK's Skilled Worker visa sponsorship scheme if needed
- Opportunity to immediately impact growing a successful firm with industry recognition
- Performance bonus scheme
- Profit share scheme
- Statutory Pension
- Shorter Friday workday and work from home
- A culture of success focused on our values and results
- Exciting and varied work gaining experience from multiple investment firms
- One-to-one mentoring with experienced investment management lawyers and a collaborative team environment
- Scope for fast career progression and skills development
- Opportunity to attend relevant courses
- External mentoring programme
- Private medical insurance
- Annual offsite (1-3 days away)
- Regular social events
- Ride to work scheme
- Casual dress
- Company events & social hours

## LOCATION

Our offices are in a restored period factory building located in the well-connected and trendy neighbourhood of Bermondsey in London. A mixture of physical attendance in the office and remote working is expected in the current circumstances of covid.

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

## SALARY

FTE: £25,000 - £40,000 based on experience.

## CONTACT DETAILS:

Please contact the Recruitment Team at [recruitment@cleveland-co.com](mailto:recruitment@cleveland-co.com) 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/>

