



ASSOCIATE JOB DESCRIPTION

Date of Issue:

Reports directly to: The Head of Department & Partners

Job Summary: Associates are required to be highly competent in the field in which they practice and have the ability to handle complex matters. To lead by example and ensure a positive profile across the Firm and to be recognised and respected for their expertise, personal and professional conduct and standing in the Firm. To provide accurate, timely and efficient fee earning work to clients and to ensure the highest level of service to clients at all times.

Main Responsibilities

- To consistently show a high level of competency to effectively manage own caseload without day to day supervision
- To consistently achieve billing targets and to monitor own fees against target
- To ensure effective and appropriate people management skills
- To give advice, guidance and mentoring to junior lawyers, trainees and paralegals within the department
- To process timely transactions and effect financial controls for matters under your supervision in accordance with departmental procedures including timely and effective management of monthly Aged Debtors report.
- To consistently demonstrate a high level of competence in file management procedures including client care, fee estimates, time recording, prompt and regular billing, obtaining funds on account, collecting outstanding disbursements in a timely manner, rendering timely interim bills (as appropriate)
- Monitoring work in progress and ensuring client kept informed accordingly
- To ensure that the highest level of professional standards and client care are maintained
- To maintain conducive working relationships and effective supervision and delegation to support staff and to liaise with the Office Manager as appropriate
- To maintain an effective diary system in liaison with support staff
- To ensure conducive working relationships with clients, colleagues and other associated third parties
- To actively initiate and maintain relationships in order to obtain new clients and to maximise business opportunities with existing clients and to maximise potential cross selling opportunities across the Firm
- To be proactive in identifying new marketing and networking opportunities and to attend events as required
- To ensure that any work/matter related issues that may detrimentally affect the Firm, are brought to the immediate attention of the head of department.
- Ensure positive and professional representation of the Firm at all times
- To undertake all training as required by the Firm and CPD
- To act as an ambassador for the Firm and ensure professionalism at all times both professionally and personally
- To lead by example by supporting and upholding the policies and procedures set down by the Firm.
- Any additional duties that may reasonably be required

Knowledge, Experience and Skills required

- Appropriate level of post qualification experience
- A high level of competency and experience in the relevant area(s) of law
- Ability to manage a complex caseload effectively
- Appropriate people management, supervisory and mentoring skills
- A high degree of professionalism
- High standard of written and spoken English
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Good organisational and communication skills
- Adaptability and flexibility