

Title: Associate (Funds): 4-7 PQE

Department: Funds, Finance & Regulatory (FFR)

ROLE SPECIFICATION

The FFR Department

As the FFR department grows, our aim is to recruit astute, motivated individuals to work collaboratively in order to produce top quality work and promote strong client relationships.

Our work is often complex, multi-jurisdictional and innovative, across many sectors and client types. A strength of the team is to ensure that regardless of the timetable or challenges, we offer a joined-up approach that is sensitive to client challenges and expectations.

Our practice is varied and includes advising on the formation of bespoke private fund and investment holding structures across all major private equity strategies.

As a team we help clients navigate the tax and regulatory landscape to create structures that align with their investment goals, regularly acting for institutional investors, first-time managers and family offices.

We offer our clients a full range of legal services from a fund's inception right through to its dissolution or disposal, including potential restructuring and consideration of exit strategies (such as AIM/full market listing, buyout and portfolio sale). Our advice covers structuring, taxation, regulation, financing, marketing and equity raising, establishment, operation and winding-up as well as reorganisation, investor participation and secondary transactions.

Our advice is practical, commercial and employs a deep understanding of our clients' businesses.

Our recent experience:

- acting for Allocator One GmbH, a fund of funds, which operates a programme providing anchor investment and management services to first-time venture capital fund managers. Our work involved providing regulatory and structuring advice for the setup of the UK Management Company and drafting the suite of standard form fund documents to be used by each fund participating in the programme;
- advising Catella APAM on the launch of its inaugural real estate equity fund, the Catella Strategic Equities Fund 1, with a first close of £102.2 million;
- the formation of debt fund structure for an established theatre production lender including structuring, advising on tax and regulatory issues, FCA registration and fundraising advice;
- acting for the co-general partner on the structuring/formation of a \$50 million Cayman domiciled venture capital fund focussed on early-stage investments into Asian technology companies;

- acting for a specialist investment vehicle focused on providing financing to professional football clubs including forming the structure, negotiating the funding arrangements and drafting the standard form documents for the investment transactions; and
- representing the sponsor of a £50 million debt fund with a focus on participating institutional loans to African corporate borrowers, in connection with structuring advice, formation and a Eurobond listing on the international stock exchange.

Role/Responsibilities

To work under supervision, supporting the partners on a range of matters for private fund clients.

The work will include the following (this list is not exhaustive):

- Enthusiasm for involvement in transactions across the full spectrum of private funds work, including private equity, venture capital, debt and real estate;
- Drafting fund limited partnership agreements, carried interest partnership agreements, investment management agreements, offering documents and investment advisor agreements;
- Experience of negotiating the full spectrum of fund governing documents and related ancillaries;
- An understanding of UK financial regulation, AIFMD and market terms for private funds;
- Dealing with complex closings (including side letters etc); and
- Advising on ongoing fund operational and investor relation matters.

Responsibilities Include:

- Take responsibility under supervision for own files and manage all aspects of client work
- in line with the firm's quality control procedures and the lexcel office manual;
- Deal direct with other lawyers and clients;
- Take work from a number of partners and associates and manage workload;
- Draft all documentation observing house style;
- Assist in business development and marketing initiatives, attending client marketing activities where required;
- Supervise more junior members of the team including paralegals and trainees where appropriate;
- Keep up to date with developments within the law and develop expertise;
- Attend appropriate training sessions and ensure CPD obligations are met;
- Take an active part in departmental activities;
- Present and give training sessions internally and to clients where appropriate;
- Manage the work flow to secretarial and support staff.

PERSON SPECIFICATION

Our ideal candidate will possess most of the following attributes:

- Qualified solicitor or legal executive in England and Wales, good degree and “A” levels (or equivalent).
- A minimum of 4 years’ experience gained within a funds team in private practice.
- Able to demonstrate exceptional case management and meticulous attention to detail.
- Able to demonstrate a proven track record of excellent direct client contact and client care.
- Excellent co-ordination and organisational skills.
- Communicates effectively and clearly.
- Track record of gaining respect, trust and credibility.
- Ability to initiate and sustain relationships with clients.
- Thinks creatively and has a positive work ethic.
- Energy, enthusiasm and drive.
- Achieves results within given timescales. Prioritises tasks effectively

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



About Us

BENEFITS

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office-based and home working which is a discretionary benefit depending on the role and responsibilities.

ON JOINING

- Life assurance scheme – 5x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time equivalent)
- Flexible holiday scheme – buy up to five days extra holiday per annum
- Staff introduction bonus – £1,000 - 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service – 24/7 video GP consultations

AFTER 2 MONTHS

- Group personal pension plan of 4% - 5% employer contributions
- Matching employee contributions of 4% - 5% (automatically enrolled)
- Processed via salary sacrifice 50% of employer NI savings added to contribution

AFTER 3 MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

AFTER 6 MONTHS

- Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.



PARENTAL LEAVE PATERNITY & MATERNITY POLICIES

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies* cover:

Maternity – We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility*. If eligible, EMP provides 100% of your salary in weeks 1-16 and 50% of your salary in weeks 17-28. Weeks 29-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least six months from the date of your return to work before providing notice of resignation*.

Paternity – We offer enhanced paternity pay (EPP) as full basic pay for up to three weeks*.

Shared Parental Leave – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child*.

Adoption and Surrogacy*

Ordinary Parental Leave – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children*.

* Full details can be found in our staff handbook, which will be provided upon offer of employment.





INCLUSION & DIVERSITY

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.



“As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word ‘personal’. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not ‘soft’ business aspirations, they are fundamental to our success”

Helen Curtis-Goulding
I&D Partner Lead

WELLBEING

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.

fladgate
unlimited
partnership



- Bupa private medical insurance (optional benefit to join after six months' service)
- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law



PHYSICAL HEALTH



MENTAL HEALTH



FINANCIAL HEALTH



SOCIAL & CSR