

Paralegal

Paralegal FSDI (Fixed Term Contract)**Practice group/Global Operations team:** Litigation and Dispute Management**Type of Vacancy:** Full time 12 Month FTC**Location:** Birmingham, Cardiff, Cambridge, Ipswich, Leeds, Manchester, Nottingham**About Eversheds Sutherland:**

Our Financial Services teams counsel funds, financial institutions and leading corporations in the investment products industry on the full range of transactions, regulatory and compliance issues. Our experience includes advising many of the world's leading banks and providing counsel on innovative PPPs worldwide, including approximately 250 in Europe. We are the only lawyers to have been involved with HMRC and HM Treasury in their inner "working groups" on property authorized investment funds, funds of alternative investment funds, unauthorized unit trusts and the authorized contractual scheme vehicle. Our people act for major clients including domestic and international banks, insurers, hedge funds, private banks, fund managers and brokers.

The role will support Financial Services Disputes & Investigations team on a large piece of work for a key client. You will play a pivotal role reporting into the partner group and assisting them on the day to day management of their client portfolio.

Key responsibilities:**Your day to day responsibilities may include:**

- Handling Client Instructions Managing pre-action disputes Progressing civil court proceedings (both claimant and defendant actions)
- Negotiating settlements Providing advice to clients and completing client reports (subject to close supervision) On complex and/or high value cases, you will work within a team, assisting with specific tasks (e.g. document reviews, preparation of court documents, etc.).
- Matter management and client reporting

Skills and experience:

- Ideally candidates will have a minimum of 12 months litigation experience and you should be a Law graduate, ideally with an LPC, or ILEX.
- You should have been working in an environment where meticulous attention to detail is a priority as well as demonstrating the management of complex processes and contribution towards their improvement.
- Excellent client engagement and IT skills are also required.
- We're a modern, progressive law firm. We're driven by new ideas; we're excited by new approaches; and we're also refreshingly down-to-earth. We think differently and we've built a culture where individual skills and personalities can shine through

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how to best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are an LGBT+ inclusive employer and are Stonewall Corporate Champions.

Salary range:

Competitive