

STEWARTS

Job description

Job title:	Associate (2-4 yrs PQE)
Reporting to:	Partners
Department:	Insolvency and Asset Recovery
Office:	London
Purpose of role:	To provide support to the Insolvency and Asset Recovery Partners and the wider department.
Hours:	Permanent, full-time
Reviewed:	September 2025

The Insolvency and Asset Recovery department are a leading team of contentious insolvency and asset recovery specialists. They represent officeholders and other stakeholders including lenders, shareholders, and investors. The department's work frequently involves resolving disputes, monetisation of claims and pursuing the recovery of assets in an insolvency or distressed context. They frequently coordinate claims in multiple jurisdictions, working alongside specialist law firms from around the world.

We are looking for a Restructuring and Insolvency lawyer (2-4 years PQE). The ideal candidate will have experience acting for insolvency officeholders, particularly on contentious litigation mandates but will also have strong general restructuring and insolvency expertise. They will ideally have spent their early years as part of a full service R&I team. They will also have a good understanding of insolvency practice and procedure. The ideal candidate would also be familiar with the main insolvency practitioner firms in the UK and may have (or started to have) built a peer group network within that community.

Job responsibilities:

- Takes initial instructions, establishing suitability of the matter by undertaking preliminary research and reviewing documentation
- Maintains regular communications with clients, solicitors, supervisors and others on the telephone and in meetings
- Explains fee structure and ensures client is kept apprised regularly of changes in any estimate of fees, providing advice at all stages, pre and post proceedings
- Prepares reports, letters of advice
- Drafts statements
- Selects and instructs experts
- Instructs Counsel
- Compiles Disclosure lists and bundles
- Conducts litigation proceedings
- Appears before the Court at interlocutory hearings (or supporting counsel)
- Prepares cost estimates and cost schedules and conducts cost assessment proceedings

General skills and experience:

- **Essential:** Minimum 2:1 law degree, or non-law degree with applicable post-graduate law qualification, with minimum commendation at LPC (or equivalent BVC)
- Delegates effectively to junior lawyers and paralegals, sets boundaries and oversees work
- Gives clear instructions and shares information
- Provides regular feedback, offers support and guidance, coaches, mentors and motivates
- Considers opportunities for growth and challenge
- Records time effectively, achieves/exceeds hours and billing targets
- Assists with/manages the effective billing and cash collection
- Monitors financial performance and WIP
- Sets budgets and manages profitability
- Demonstrates commercial awareness and vision
- Attends/assists with/organises social events
- Contributes to marketing materials
- Identifies/generates/follows up new and existing business opportunities
- Develops effective business/client relationships
- Develops own network, raises own and firm profile
- Promotes the firm by undertaking public speaking or having articles published
- Assists with/attends/participates in/leads business pitches
- Develops practice expertise, creates a media presence, becomes a recognised leader in the field, drives the reputation of the firm
- Focuses on business development activities, defines and leads business strategy
- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how meetings, delivers internal training
- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture