

# STEWARTS

## Job description

Job title:	Paralegal
Reporting to:	The Head of Department/Securities Litigation Partners
Department:	Commercial Litigation
Purpose of role:	To provide assistance to the Securities Litigation team.
Hours:	Permanent, full-time, working hours are 37.5 hours per week which may be worked flexibly between 9.00am and 6.00pm Monday to Friday with a daily lunch break of one hour. There may be a requirement to work additional hours from time to time
Reviewed:	March 2024

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## Overview

The Securities Litigation team is considered the leading claimant law firm for statutory securities claims (s.90 and s.90A / Schedule 10A of the Financial Services and Markets Act). The aim of the team is to continue to develop and enhance the business to keep that leading position, while growing the business and maintaining the quality of the client service.

## Standard paralegal duties:

- General administration including filing, photocopying, message taking and diary arrangements.
- Producing basic correspondence.
- Undertaking legal research.
- Assisting in the preparation of instructions to counsel.
- Supporting the monthly securities meeting including following and reporting on ongoing cases and helping to identify new cases.
- Article writing and assisting with the publication of the securities newsletter.
- Preparing schedules of documents.
- Making searches.
- Preparing draft orders.
- Proof reading, marking up and amending pleadings.
- Maintaining client matter folders and assisting with monthly reports to clients, insurers and third-party funders.
- Assisting in the preparation of monthly billing requests to third party funders.

- Undertaking other ad hoc duties.

**Qualifications:**

- Must have fully completed either the LPC, SQE1 or bar course and have received full result
- Must have achieved at least a 2:1 degree classification at undergraduate level

**Experience:**

- Previous experience preferred
- Legal research skills preferred (i.e. has previous experience using CPR, Practical Law, White Book etc)
- Has experience of working successfully as part of a team

**Skills:**

- Has a basic understanding of finance and the phases in litigation, and a proficient level of maths
- Excellent typing and IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel and Outlook)
- Demonstrates excellent time management and communication skills, and has an ability to write clearly and manage expectations.
- Understands client needs and displays an appropriate sense of urgency
- Demonstrates general commercial awareness and vision, has an entrepreneurial spirit and is keen to get involved in developing new claims
- Assists with and/or attends social, fund-raising or training activities
- Represents the firm appropriately, develops own professional network and raises personal and firm profile
- Records time effectively, achieves/exceeds hours targets
- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how or team meetings

**Characteristics:**

- Has an interest in finance and big group securities litigations
- Pro-active - considers next steps and the implications of tasks
- Willing to learn, listen and take onboard feedback
- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines

- Demonstrates interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- 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