Job Opportunity

Title: Associate, 2-5 PQE (Funds)
Department: Funds, Finance & Regulatory (FFR)
Reporting to: A Partner in FFR

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

As the FFR Department continues to grow, we are looking for ambitious and collaborative individuals who are committed to delivering high-quality work and building strong client relationships.

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

As an Associate, you will play an active role across the full spectrum of private funds work, including private equity, venture capital, private credit and real estate funds. You will advise sponsors on the structuring and formation of private funds and carried interest arrangements, and advise institutions, family offices and ultra-high-net-worth individuals on their investment holding structures and private fund investments. You will be involved in drafting and negotiating a broad range of fund documentation, including limited partnership agreements, carried interest partnership agreements, investment management agreements, offering documents and investment adviser agreements. The role will require experience, commensurate with your level of PQE, of negotiating fund governing documents and related ancillary documentation, and a working knowledge of UK financial regulation, AIFMD and prevailing market terms within the

> Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.
> Nicola Thomas, Head of Talent Acquisition

private funds sector. You will also advise on a broad range of fund-adjacent transactions, including joint ventures and co-investment arrangements.

Key Responsibilities

- Draft, review and negotiate key fund documentation, including limited partnership agreements, investment management agreements, carried interest arrangements, offering documents, shareholders' agreements, LLP agreements and corporate ancillary documents.
- Support fund formations, launches and closings, coordinating with clients, investors and other advisers throughout the process.
- Draft and negotiate investor side letters and other ancillary fund documentation.
- Advise clients on the ongoing operation of funds, including investor, governance and regulatory matters.
- Develop a strong understanding of clients' businesses and commercial objectives, providing practical and commercially focused advice.
- Work collaboratively with colleagues across the wider Funds, Finance & Regulatory team and other practice areas on complex and cross-border matters.
- Build knowledge of market practice and emerging trends within the private funds sector, keeping up to date with legal developments and developing expertise.
- Take responsibility under supervision for own files and manage all aspects of client work in line with the firm's quality control procedures.
- 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.
- Attend appropriate training sessions and ensure CPD obligations are met.
- Manage the workflow 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).
- At least 2 years' post-qualification experience in a private practice funds team, although we would also welcome applications from strong corporate associates looking to transition into a funds role, particularly those with experience of drafting partnership agreements.
- 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 and prioritises tasks effectively.



Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate has 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) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift

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.

Family Friendly 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 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offers an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



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



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



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

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 35% female representation by 2027.

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.

I&D at Fladgate →

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.



Physical Health

- 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
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- 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



Mental Health

- 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



Social & CSR

- 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

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