

CURTIS BANKS GROUP

COMMERCIAL PROPERTY LAWYER

2020



As a consequence of complying with instructions from the UK Government in response to the Coronavirus pandemic, Curtis Banks remains operational with employees working remotely. The interview process will be completed via telephone and video call. Curtis Banks will discuss the necessary remote working arrangements with the successful candidate at the appropriate time.

Who we are

Curtis Banks Group PLC (“Curtis Banks” or “the Group”) is one of the United Kingdom’s leading administrators of self-invested pension products, principally SIPP’s and SSAS’s. The Group commenced trading in 2009 and has successfully developed, through a combination of organic growth and acquisitions, into one of the largest UK providers of these products. At 30 June 2019 the Group administered £27.5bn (2018: £25.1bn) of pension assets on behalf of over 77,100 (2018: 77,500) active customers. 610 staff are employed across its head office in Bristol and our regional offices in Ipswich and Dundee. Curtis Banks Group plc (CBP) is admitted to trading on the AIM market of the London Stock Exchange.

The Group is made up of 5 separate trading entities with authorisation and regulation of the Financial Conduct Authority, Prudential Regulatory Authority, Solicitors Regulatory Authority and Royal Institute of Chartered Surveyors respectively.

Curtis Banks Limited is based at Temple Quay, Bristol just a 5 minute walk from Temple Meads railway station. There is a vibrant, fun culture across the Group that extends outside the workplace.

We offer a fantastic benefits package, including a generous pension scheme, flexible working, study support to help develop your qualifications and early close on Fridays to name but a few. For more details about us visit Curtisbanks.co.uk or find us on LinkedIn and Facebook.

The Role

The Curtis Banks Group Legal team acts for the business considering and advising on its portfolio of investment assets from a corporate risk perspective. Rivergate Legal acts for clients on all aspects Commercial Property such as asset disposal, landlord and tenant and leases.

The role as a Commercial Property Lawyer, you will assist on a wide range of Commercial Property transactions including sale and purchases, financing, landlord and tenant, leases running a case load of end to end commercial property transactions in a role which will be shared between In-house functionality and private practice.

The candidate this role would suit a Legal Executive or newly qualified Solicitor with proven experience in a commercial property role.

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This is a great opportunity for a Commercial Property Lawyer to progress their career with a progressive and newly established firm alongside exposure to In-house role, offering high quality work and great introduction to other legal areas within the Group.

You will

- Supervise outside appointed Solicitors or Legal Counsel appointed on any relevant case files.
- Work with all teams to enable integration of departments and services. To participate in company projects, to ensure effective delivery
- Provide sound and creative professional advice to the Company on all areas of legal advice.
- Proactively identify risk within the department and escalates concerns to Head of Department.
- Communicate guidance, legal practice changes in the form of published articles, practice notes or blogs within approved social media outlets.
- Process client instructions and any related task activity accurately and to the service standards set by the Company, at all times maintaining confidentiality and demonstrating discretion.
- Ensure that client deadlines, all internally agreed key performance indicators, service standards and regulatory reporting requirements are met.

Qualifications

- Educated to a minimum of Degree level/related equivalent qualification.
- An experienced Legal Executive or newly qualified solicitor with proven track record of running commercial property case load for 1-2years.

Knowledge, Skills and Experience

- Is experienced in the Commercial Property or Real Estate Conveyancing for at least 1-2 years.
- Understanding of the relevant commercial market place and where the Company sits within it.
- A working knowledge of all Microsoft office systems.
- Able to demonstrate numerical skills and accuracy in all work aspects.
- Fully able to identify conflicts of interest and consideration around limiting scope of a retainer to ensure conflicts are mitigated across the Group.
- Preferable but not essential, either some commercial law or employment knowledge.
- Preferable but not essential, projects experience.

Working for Curtis Banks has never been so rewarding...

- Everyone receives a generous salary, 26 days holiday and the opportunity to take part in our fantastic Sharesave Scheme.
- Amazing Pension contributions from the business of 8%
- Benefits scheme that includes discounts from shops, gyms etc.
- Cycle to Work scheme and many more...