

SINCLAIR GIBSON

TRAINEE SOLICITOR

Sinclair Gibson is a small firm specialising in advising high net worth individuals in connection with international and domestic private client work, trust and probate litigation and family law. We have seven partners, supported by a team of experienced qualified and administrative staff.

We are currently recruiting four trainees, one to start in February 2020, one to start in August 2020 and two to start in February 2021.

We are looking for candidates who have excellent academic results from GCSE onwards and have shown consistency in their academic achievements. We like candidates who exhibit enthusiasm, natural intelligence and drive. Candidates must have completed their LPC at the time the contract for the period of recognised training is due to start.

The successful individuals will have the following skills and qualifications.

- A minimum of three A grades at A level or equivalent.
- A 2:1 degree or higher, from a Russell group university, which may or may not be in law.
- Highly self-motivated with a strong desire to learn and take on professional responsibility.
- A genuine interest and enthusiasm in law.
- Personable, adaptable and well presented.
- An ability to think commercially and practically.
- Keen team player with a positive attitude and engaging personality.
- Excellent communication skills, articulate and confident when dealing with clients and colleagues.
- Pro-active and able to demonstrate initiative, intelligence and clear thinking in problem solving.
- Respond positively to intellectual and commercial challenges presented in the work environment.
- Energy and resilience with ambition to succeed.
- Close attention to detail, which is crucial for a career in law
- Excellent time management skills.
- IT competency to include Word, Outlook and Excel.
- Previous paralegal experience demonstrating your skills would be an advantage.

Interviews

Interviews, which are a 3 stage process, will take place in Autumn/early Winter 2019. Candidates will be interviewed by Alison Meek, the training principal and one other partner or associate of the firm. You will be asked to sit a test that will include legal

research and drafting a written response of advice to a client and you will also be asked to give a short presentation on a limited selection of topics.

Training

We offer a high standard of training to individuals committed to a career in law. As a trainee you will be a valued member of each team, working alongside solicitors and partners who are acknowledged to be leaders in their field. You will be directly supervised by a partner or solicitor in each team and have extensive support from colleagues. Our aim is to help you develop key technical and business skills across a range of practice areas to enable you to become a confident and outstanding solicitor. Trainees will usually complete six months in each of our core practice areas and six months on secondment to gain experience of commercial and property law in a firm close to the office.

Hours and place of work

We are based at Lincoln's Inn Fields close to Holborn tube station. Working hours will be 9:30 a.m. to 5:30 p.m. with one hour off for lunch. The office is open from 8:30 a.m. to 6:30 p.m. although partners and staff are often on site outside these hours. It is fundamental that trainees demonstrate and provide flexibility and initiative in dealing with the demands of a busy working environment.

Salary and bonus

Salaries are paid monthly on the 27th of each month or the nearest working day prior, if the 27th falls on a weekend or bank holiday. First year trainee salaries are currently £36,000.

Benefits

Trainees will be provided with life insurance, permanent health insurance and private health insurance and are offered interest free travel loans. Annual holiday entitlement is 25 days per year which equates to 2.08 days per complete month of employment.

Appraisals

Trainees will be required to have documented formal appraisals at the end of each seat. A mid-seat appraisal is also usual. Trainees will benefit from a high degree of personal attention during training and will be provided with invaluable guidance from partners, with whom they work closely. Practical training will be complemented by in house training sessions that trainees will be expected to attend and contribute to.

IT

We use Microsoft Word, Excel and Outlook and iManage document management software with Bigband digital dictation.

How to apply

If you wish to be considered for training at Sinclair Gibson please submit your CV along with a covering letter explaining your suitability for the role. The closing date for applications will be 30 November 2019. Please send applications by email to recruitment@sinclairgibson.com.