



POSITION:

SENIOR ASSOCIATE AND TEAM LEADER – COMMERCIAL DEPARTMENT

Barnard Incorporated Attorneys is a full-service law firm based in Brooklyn, Gauteng with a comprehensive range of legal services (for more information visit www.barnardinc.co.za). We are looking for a **Senior Associate** to join our **Commercial Department**.

The **Senior Associate** will be responsible to action department specific commercial instructions independently; run a sustainable department; manage a team of commercial attorneys and personal assistants; manage client relationships independently; responsible to take initiatives with the Marketing Team to market own practice and assist with marketing of the department; responsible for business development of own practice; provide legal training and guidance for junior colleagues by investing in own personal development and living the Barnard Core Values and adhering to all the policies and procedures.

Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

• Please email your CV to: careers@barnardinc.co.za

• Closing date for Applications: 29 March 2023 @ 17h00

REQUIREMENTS:

Minimum and preferred education (essential): LLB degree, diploma or other qualification in tax (if not, be prepared to enroll for course), admitted Attorney with the High Court.

Minimum applicable experience: 6 years relevant post articles experience.

Preferred applicable experience: 6-10 years relevant post article experience in relevant fields of corporate and commercial law. Excellent commercial, company and tax law experience in a law firm. At least 6 years' experience in drafting and amending contracts, negotiating on complex legal terms on behalf of clients, legal due diligence investigations, reviewing and overseeing business transactions, including B-BBEE structuring and restructuring, and mergers with the Competition Commission and anticipating legal considerations of clients. Engage with SARS officials and Competition Commission officials.

Accreditations/Registered bodies: Legal Practice Council; Member practice specific associations.

Salary: Market related (Dependent on experience)

Legal Requirements: Passed credit and criminal check, (ICT checks will be conducted), S.A Citizen or valid work permit for SA. Own Transport. Passed medical exams.

Business requirement: Will be required to work overtime and taking of phone calls after hours.

KNOWLEDGE (ESSENTIAL):

- Extensive Practice specific understanding of company and business law, B-BBEE structuring, and corporate tax law.
- Experience in drafting and amending contracts, negotiating on complex legal terms on behalf of clients, reviewing and overseeing business transactions and mergers and anticipating legal concerns for clients.
- Diligence and attention to detail.

SKILLS (ESSENTIAL):

- Microsoft Office intermediate level
- Negotiation skills
- Legal workflow management system skills
- Excellent Interpersonal and client-facing skills
- Training skills
- Creative problem-solving ability
- Excellent drafting skills
- Excellent writing and speaking skills
- Excellent research skills
- Upselling and cross selling skills
- Good project management skills

BEHAVIOURAL COMPETENCIES:

CRITICAL:

- Examining information
- Documenting facts
- Developing expertise
- Showing composure
- Meeting timescales (deadlines)
- Attention to detail
- Following procedures
- Managing tasks
- Upholding standards
- Pursuing goals

VERY IMPORTANT:

- Adopting practical approaches
- Providing insights
- Articulating information
- Resolving conflict
- Embracing change
- Inviting feedback
- Management skills
- Producing output
- Taking Action
- Seizing opportunities

KEY PERFORMANCE AREAS (RESPONSIBILITIES):

- Action department specific commercial instructions independently
- Achieve set revenue targets
- Manage client relationships independently
- Manage a team of commercial attorneys (associates, junior associates and consultants)
- Responsible for marketing of own practice and assist with marketing of the department
- Responsible for business development of own practice
- Provide legal training and guidance for other junior colleagues
- Invest in personal development
- Living the Barnard Core Values and adhere to all the policies and procedures

