

## Paralegal vacancy Derivatives and trading group

We are looking to recruit a paralegal into our derivatives and trading group to assist in a specific project management role.

### About Macfarlanes

We are a distinctive London-based law firm with a unique combination of services built and shaped around the needs of our clients. Our unrivalled blend of expertise, agility and culture means we have the flexibility to meet their most challenging demands and adapt to the changing world around us. While many of our services can be found at other firms, the mix cannot.

We find, recruit and train talented people from all backgrounds, building careers for the long term, to one day shape and lead the firm. We know each other personally which means we work together with more cohesion, and less formality. Our culture is thoughtful, challenging and supportive, and we are a place where everyone, at whatever level, can thrive. We remain focused on equal treatment in recruitment, retention and promotion.

### Practice overview

Our derivatives and trading practice consists of two partners, three senior counsel, one senior derivatives advisor, seven associates, two trainee solicitors and four paralegals.

The group represent hedge funds, corporate treasuries, financial institutions, managed account platforms, asset managers and high-net-worth individuals in structuring, negotiating and executing complex and bespoke derivative instruments. Our team works alongside our specialist lawyers in financial services, regulatory, capital markets, tax and dispute resolution and advises on both the day-to-day trading requirements of our clients, and the most complex derivative and structured product transactions in both transactional and contentious roles. The team prides itself on not only knowing the legal issues inside out, across a broad spectrum of standard form and bespoke documents, but also on understanding the strategies, risks and operational issues that affect the clients.

Our team advise on a wide range of products including repos, stock loans and all kinds of derivative, covering interest rate, fixed income, currency, commodity, equity, credit, basket and index underliers. The team routinely advises on matters such as prime brokerage and clearing, and issues around rehypothecation and segregation, custody and collateral, securities lending and margin financing matters, repos, structured products, exchange traded derivatives, central clearing including OTC clearing under Dodd-Frank and EMIR, cash equities and cash bond trading under broker terms of business and electronic trading arrangements.

Our client base is also global; we act for managers in the UK, the US, Europe and the Far East (with a particular concentration of clients in Hong Kong) and we have daily experience negotiating for these clients with the international offices of the leading US, Asian and European banks and broker dealers.

The issues we face are global. We routinely advise on practical issues of trading in the US markets, on structuring offshore derivative instruments accessing the Chinese, Indian and emerging markets and on dealing with multiple regulatory regimes.

Further details about our derivatives and trading group, the work we do and examples of recent deals can be found on our [website](#).

### The role

The role entails working with two major clients of the group. For one, it will involve co-ordinating the onboarding of new funds for OTC derivatives and putting in place new foreign exchange relationships. This includes project managing KYC, negotiating legal documents, carrying out post-closing administration, LEI renewals and billing. You will have responsibility for liaising with the client, counterparties and relevant service providers. For the other, it will involve managing prime brokerage negotiations, keeping track of document status dealing with process

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changes, and negotiating various client documents. You will work closely with one of the partners and a team of solicitors in the group and for both clients you will be responsible for driving forward each negotiation and keeping the projects well-organised and efficient. In addition, you will assist with negotiations of some trade and financing documents for other clients and may be asked to research and review points of law and market practice. You will be in daily contact with the clients and brokers across the world's leading financial centres.

This job description encompasses the main duties of the role and is by no means exhaustive. It is anticipated that duties may vary from time to time according to the needs of the practice area.

## **The candidate**

Broadly, we want to recruit a paralegal that fulfils the following criteria:

- strong academic qualifications from degree upwards and will have ideally completed the legal practice course (LPC) or solicitors qualifying examinations (SQE);
- some work experience from a highly regarded derivatives practice or financial institution is desirable – in particular in the broker-dealer or hedge fund community, but it is not essential;
- ability to work across teams – the role will require the paralegal to work with investment banks, hedge funds and other law firms across multiple jurisdictions;
- excellent organisational skills – the role is process-orientated, organising negotiation and document execution to very demanding timetables;
- ambitious, with a genuine commitment to develop their professional and legal skills; and
- articulate and confident to deliver at the highest standard in a fast-paced environment.

We take a flexible approach to recruitment and aim to recruit people that we believe show talent, motivation and potential – so there is some flexibility in the criteria above where a good case is clearly shown. We are recognised for the quality of our work, and the quality of our people is an essential element of this – any recruitment will only be made if this high standard is met, and we will not recruit merely to make up our numbers.

## **Paralegal development programme**

We have a paralegal development programme which is designed to equip our paralegals with the broad range of skills and knowledge they need to be effective in their roles. The programme also includes sessions covering essential legal and business skills required at the start of a career in law, recognising the fact that many solicitors begin their careers as paralegals. The paralegals also fully participate in all of the training sessions that are undertaken by the derivatives and trading practice.

## **Routes to qualification**

Paralegals looking to qualify as associates are encouraged to apply for our Training Programme. They can do so once they have completed six months' employment, subject to certain conditions.

Some paralegals may prefer not to (or are unable to) undertake the Training Programme route for a variety of reasons, choosing the Solicitors Qualifying Examination (SQE) and Qualifying Work Experience (QWE) route instead. The firm will offer study leave and exam leave for paralegals sitting the SQE, and will sign off QWE (that meets the SRA's requirements) gained at Macfarlanes. Internal paralegals that have qualified in this way may be considered for NQ vacancies not filled by those qualifying through the firm's Training Programme and where the firm is or may be looking to recruit externally providing they have completed at least one year of their QWE at Macfarlanes and passed both SQE 1 and SQE 2 on the first attempt.

## **Application screening**

Any offer of employment with us is subject to our pre-employment checks which are conducted by a third-party screening provider. These may include but are not limited to your professional and academic qualifications, any criminal records and employment references. These checks will be initiated with your consent and your offer will be subject to the successful completion of these checks.

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## **Our commitment to inclusion**

We are committed to increasing the diversity of our employees and partners. Improving diversity is one of our key priorities and it is a goal we are actively working towards. We believe that an inclusive, forward-thinking culture is intrinsically important and enables us to provide innovative solutions to our clients.

We welcome applications from people of all backgrounds, bringing different perspectives and experiences, making Macfarlanes an exciting and stimulating place to work. We seek to recruit the best candidates, regardless of age, gender, race, ethnicity, social or economic background, religion, disability, sexual orientation or any other characteristic.

As part of this commitment, we will ask you certain diversity questions. We would really appreciate you and/or your recruiter completing these questions when submitting an application to Macfarlanes as this data enables us to measure our progress towards improving the diversity of our applicants, and ultimately, our hires. This data is anonymised to maintain the privacy of applicants. If you have any questions relating to how this data is used, please contact a member of the recruitment team.

Should you require any adjustments during the application and/or interview process, please do not hesitate to inform your recruiter or a member of the recruitment team. Please note, the job description is available in other accessible formats (for example, large print).

We are a Disability Confident Employer and will offer an interview to disabled applicants who best meet the essential criteria for the role. If you would like to apply through the Disability Confident Interview Scheme, please email the recruitment team at [recruitment@macfarlanes.com](mailto:recruitment@macfarlanes.com).

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## Key people



**Chris Acton**  
**Partner**

Chris advises hedge funds, managed account platforms and proprietary trading houses, on prime brokerage, derivatives and derivative regulation in Europe. He acts for the buy-side only.

Chris' clients cover a broad range of strategies including equities, equity long/short, special opportunities and distressed debt, global macro, commodity trading advisors, emerging markets and fixed income.

He advises on all aspects of his client's counterparty trading relationships including prime brokerage, custody, repo, securities lending, margin foreign matters, FX PB and intermediation, exchange traded and OTC derivatives and central clearing generally.

His practice also covers debt and claims trading having advised clients on the diligence, structuring and negotiation of numerous debt trade transactions and on a number of master confirmations arrangements for loan or trade claims total return swap transactions.

Chris' clients are primarily based in London, Europe and Hong Kong and he has developed close ties with local counsel who are able to provide local regulatory advice and market colour.



**Will Sykes**  
**Partner**

Will is head of our derivatives and trading practice, and advises investment and hedge funds, banks, pension funds and insurers, high-net-worth individuals and corporates on a wide spectrum of trading, hedging and financing transactions. This covers the full range of derivatives, as well as prime brokerage, repo, commodities and clearing.

Will has a broad experience of trading, custody, brokerage and clearing agreements for derivative products, repos / stock lending and physical commodities. He advises sell- and buy-side clients across a wide range of asset classes, and on the associated regulations and issues of market-practice. He has a particular focus on buy-side trading arrangements for investment managers and has clients in the US, the UK, Europe, Hong Kong and Australia. He advises on global trading issues, and has extensive knowledge of local requirements in markets such as India and China.

Like most of the derivatives and trading practice at Macfarlanes, Will has spent time in-house in leading financial institutions, spending six months at The Royal Bank of Scotland and ten months in the Securities Division of Goldman Sachs International.

He acts for many of the largest pension funds, hedge funds and asset managers in the world, and advises a leading global prime broker on its client documentation.