

Personal Assistant

Department: Commercial, Tech and Data Protection

The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The role and candidate

The Firm is looking to recruit a highly-experienced and high-performing Personal Assistant within its Commercial, Tech and Data Protection team. This role will require a confident, bright, enthusiastic and personable individual with excellent PA skills. The successful candidate will also work closely with the other Personal Assistants to provide seamless support to the team.

Key responsibilities

PAs are expected to anticipate the support their fee earners require across a number of areas including M&BD, billing, travel, extensive diary management, document support and production and inbox management. Candidates must provide seamless support for their allocated fee earners, acting as an extension of support for their fee earners.

Whilst PA roles vary depending on the department, all PAs are expected to be competent in the core responsibilities listed below:

- Dealing with highly confidential, private and often sensitive information.
- Extensive diary management: monitor and filter all emails, record / diarise / flag action points on important requirements and meeting planning.
- Make individual and group international travel arrangements and work on often complex travel itineraries.
- Reviewing fee earner's inbox and actioning relevant tasks including drafting initial responses.
- Provide accurate and regular maintenance of complex electronic and paper filing systems.
- Update and maintain electronic case management systems.
- Proof reading and checking all work for spelling, grammar, formatting, presentation and sense.
- Familiarity with the team's relevant legal processes.
- Operate as a supportive team member providing holiday, lunchtime and absence cover for other PAs as required and are prepared to help out when others are busy.

Business Development

- InterAction – Responsible for proactively ensuring all their fee earners' client/ contact information is up to date, are on the relevant mailing lists and BD activity such as pitches, BD trips, lunches, coffee, dinners etc are recorded as an activity.
- Pitches/ credentials documents – assist M&BD with the preparation of these documents by using PitchPerfect in Word and PowerPoint to ensure all information is up to date and on-brand.

- Managing and updating Chambers submissions and referees, co-ordinating with relevant partners.
- Managing logistics for fee earners attendance at events/ conferences etc with input from BD regarding the budget.
- Assisting with the coordination of Bristows client-focused events, particularly where their fee-earner has direct involvement in the event or the objective of the event is aligned to their BD goals.
- Proactively seeking and attending upskilling/ training on the CRM systems (InterAction) as our use of each system will evolve over time.

Billing

- Maintaining extensive client billing requirements in a central spreadsheet.
- Strong understanding of risk and compliance requirements with a law firm, including AML and onboarding of clients.
- Assisting with the management of Work In Progress alongside the allocated Revenue Controller.
- Ensuring accuracy of prebills, via editing and amendments within Prebill Manager to ensure accuracy and in accordance with client specific billing requirements, including specific fee rates if applicable.
- Take an active role in ensuring the prompt dispatch of final invoices, via ebilling or other methods.
- Maintain accurate records of expenses/ disbursements/ fees for client billing.
- Liaising with credit control department to monitor payment of invoices and responding to internal and external requests for additional documentation and information.
- Build and manage relationships with clients to assist with the smooth running of the billing process.

Document Production

- Producing and amending business critical legal documents on Word with speed and accuracy.
- Maintain databases and spreadsheets in Excel.
- Produce PowerPoint presentations including charts, graphs, client pitches and proposal documents.
- Initiate draft responses to written correspondence in a fee earner's absence.

Key requirements

- Prior experience of working as a Legal Personal Assistant to lawyers at senior partner level is required
- Very strong verbal and written communication skills
- Proactive and intelligent approach, able to use initiative to find solutions
- Resilient and calm under pressure
- Very high level of computer literacy
- Positive 'can do' attitude and personable nature

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Reward & benefits

Our salary and bonus structure reflects our absence of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society’s Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive.

It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).