



Banking and Finance Litigation Paralegal – Job description

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| Job title: | Department: |
| Paralegal | Banking and Finance Litigation |
| Name: | Post available from: |
| Anastasia Ttofis | Immediately |
| Responsible to: | Head of Banking and Finance Litigation – Anastasia Ttofis |
| Main job purpose: Managing a caseload of Undisclosed Commission Claims, and assisting on more complex Banking and Finance Disputes and Commercial Litigation | |
| Job Description <p>Jamieson Alexander Legal are looking for enthusiastic Paralegals to join our Banking and Finance Litigation Team. This is an exciting opportunity for anyone who wants to develop their career in civil litigation, whilst building an expertise in complex mis-sold financial product disputes, banking misconduct (including fraud) and professional negligence claims.</p> <p>This full-time position as paralegal will involve working on secret commission claims, irresponsible lending and breach of fiduciary duty claims. There will also be the opportunity to assist the Head of Department with more complex Banking and Finance disputes.</p> <p>Candidates do not require previous experience in Banking and Finance disputes, however we would ideally like you to have previous legal experience as a Legal Assistant (ideally in litigation) or a law graduate who has gained some legal experience along the way.</p> <p>The role will be situated on the South Coast in our Bournemouth Office (and so the ideal candidate will be based locally). We are able to offer flexible working packages for the right candidate, including a mixture of in-office and remote working.</p> <p>We offer a very competitive salary depending on relevance of experience, as well as performance driven bonuses, flexible working packages and private health insurance to all employees. At Jamieson Alexander, we pride ourselves on being “a breath of fresh air” – our team of lawyers enjoy being fit active and healthy, not stuffy! We are a forward thinking and entrepreneurial law firm, who embrace modern technology and efficient ways of working.</p> | |
| Personal Requirements <p>The successful candidate will be able to work independently and have excellent organisation and communication skills. They must be pro-active and willing to think of potential solutions before asking. They must have ability to work both on their own and in a team and handle a fast-paced high-pressure environment. Most importantly, we expect all of our staff to provide the highest level of customer service to be given to our clients.</p> <p>Rather than a list of must have criteria and qualifications, we are always keen to find out more about you as an individual - it is important that you like working with us and we feel you will be a good fit for our team. Here are some additional attributes that we would ideally like you to have:</p> <ul style="list-style-type: none">• A love for the outdoors• A real appreciation for the benefits of self-care and wellbeing in the workplace, and how this can help you to excel in your career.• Enthusiasm and a drive to understand (and in time, master) Banking and Finance related disputes, and general civil litigation.• A passion for helping the small guy (you will be acting against the big financial institutions)• Open to modern ways of working and modern technology.• Provide great client care and work hard at being proficient.• Hardworking – prepared to go the extra mile and use your initiative.• Excellent communication and customer service skills.• Extremely organised.• Good M/soft Outlook, Excel/Word skills (past experience of case management systems preferable). | |

Jamieson Alexander

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| Location: | Given remote working and our resources, the role will be based in our Bournemouth office primarily although we allow remote working depending on the candidate's ability to work independently. |
| Remuneration: | Salary offered ranges from £18,000 - £20,000 depending on the candidate, and we offer excellent bonus structures in addition. All staff benefit from Vitality Health Insurance and contributory pension scheme from completion of their probationary period. |