

Solicitor

London

Perm, Full Time

Start Date: ASAP

Purpose

The primary purpose of the role is to carry out the duties and obligations generally expected of a solicitor and, reporting to the Assistant Group General Counsel (AGGC), assist the AGGC, the Group General Counsel (GCC), and other members of the Legal and Compliance team in the management of the Corporate and Legal affairs of the Lancashire Group of Companies incorporated or licensed in the UK and Bermuda (or other jurisdictions as may be relevant); in particular Lancashire Holdings Limited (LHL), which is admitted to the Official List and its common shares to trading on the main market of the London Stock Exchange. Specific responsibilities below should be performed reporting to the AGGC and in close association with the AGGC and GCC.

Specific Responsibilities

- To assist the AGGC as required with departmental projects including but not limited to M&A and debt and equity raising projects, regular updating of a “shelf” prospectus, new business ventures and other corporate activities.
- To keep informed and updated on legislative, regulatory and corporate governance developments that might affect the Group’s operations.
- To provide, and/or assist the AGGC in providing, legal advice to the business on a range of topics which can include: UK Listing Rule requirements; corporate law matters; confidentiality agreements and NDAs; IT and other commercial contracts; employment issues (working with the Group HR team); insurance and reinsurance matters; and regulatory requirements (liaising with regulatory colleagues). To be able to assist in providing legal advice to any Group entity.
- To prepare and assist the L&C team in preparing legal and governance papers (including memoranda, advices and other various documents) as required by the various operational Boards, LHL Board (and committees), executive groups and others in the business.
- To assist, if required by the AGGC, the company secretarial function of LHL and its subsidiaries in ensuring the smooth running of Board and Board Committees’ activities.
- To assist the AGGC and others in the L&C team in the drafting of earnings releases, trading statements, the annual report and other publications/RNS announcements to be made by the Group and to assist the AGGC in the proper functioning of the Group Disclosure Committee. This will involve assisting in ensuring, where applicable, that the standards and/or disclosures required by the UK Corporate Governance Code, the UK Listing Rules and other applicable laws and regulations are observed.
- To assist in the maintenance of comprehensive and up to date minute books and corporate records in an efficient and cost-effective manner in compliance with applicable document retention laws and Group standards.



- To assist in the induction of new directors into the business and to assist in preparing and dealing with directors' questionnaires.
- To assist the Group in ensuring compliance with the continuing obligations of Bermuda Companies law and the UK Listing Rules e.g. ensuring publications and dissemination of Report and Accounts and interim reports to the standards and within the periods laid down in the Listing Rules.
- To assist in the preparation and review of Group policies, statements and procedures.
- To assist the AGGC in matters relating to general meetings and associated notices and disclosures.
- To assist the AGGC in the instruction of external counsel.

Essential Skills & Knowledge

- Qualified solicitor with at least one year PQE
- Previous experience assisting in the administration of publicly listed companies advantageous
- Ability to understand applicable Listing Rules, and the Companies Act and the Insurance Acts and related legislation (desirable).
- Ability to meet tight deadlines while maintaining a high level of accuracy, professionalism and confidentiality.
- High level of proficiency in Microsoft Office applications specifically Word and Excel, and also proficient in the use of Adobe Acrobat.
- Commercially astute, hardworking, team player

Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.

How to Apply

Please e-mail your CV and a covering letter including your salary expectations, notice period and availability to interview to HR@lancashiregroup.com