

HC Careers



Supporting you, your family and business worldwide

Property Law Firm of the Year 2019

Winners of the 'Law Firm of the Year' at the Thames Valley Property Awards

2

IR Global 'Member of the Year' 2019

Our international network crowned us 'member of the year' in 2019.

3

Another record year for the firm

We continued our recent success in 18/19 with another record year.

5

Apply to join the team at HC

All the info you need on how to apply for a role within HC and how to get in touch.

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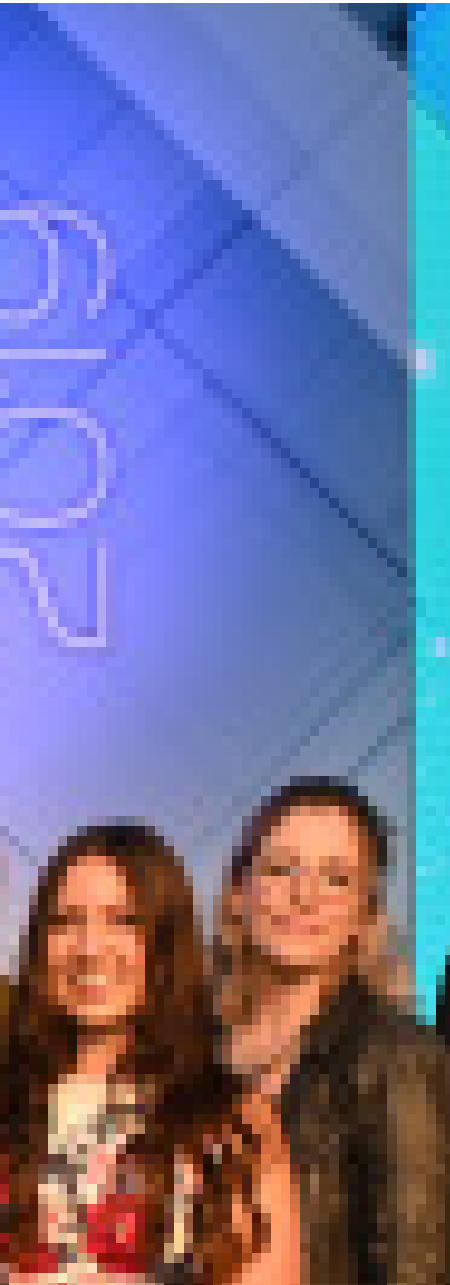
2019 Property Law Firm of the Year

Thames Valley Property Awards



Legal 500 rankings: Alistair McArthur is a Leading Individual.

Herrington Carmichael has 24 recommended lawyers listed at <https://www.legal500.com>



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About Us

Herrington Carmichael is a full service law firm offering legal advice to UK and international businesses as well as individuals and families.

Rated as a 'Leading Firm 2020' by the legal directory Legal 500, Herrington Carmichael has offices in **London, Camberley and Wokingham**. Our historic connection with our local area consolidates our position as a leading source of legal advice in **Surrey, Berkshire, Hampshire** and the **Thames Valley** region.

We believe in our traditional values of excellent service and value for money and our clients appreciate our innovative, proactive and friendly approach. It is the long-term client relationships that are the foundations of our 175 year old business.

In 2019, Herrington Carmichael won '**Property Law Firm of the Year**' at the Thames Valley Business Magazines Property Awards, '**Best Medium Sized Business**' at the Surrey Heath Business Awards and were IR Global's '**Member of the Year**'

Financial Year

2018-2019



Our firm's success is measured by its people and every one of our team has a part to play, Managing Partner, Yavan Brar explains:

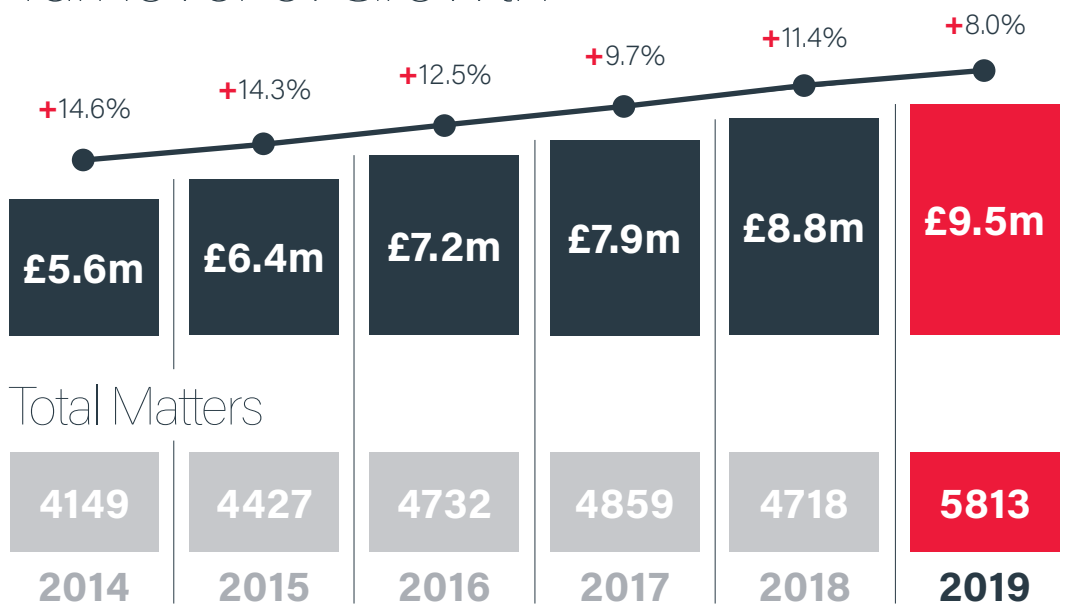
Whether you are looking for a fast-paced commercial career dealing with blue-chip clients or to provide the highest quality advice to our high-net worth regular individual clients, we can find a home for your skills and experience.

We have a culture of encouragement, innate in every part of our business. We want to inspire and be inspired. If you have ideas, we are listening. We hope that you will join us on this journey of making our business as strong and successful as it can be.

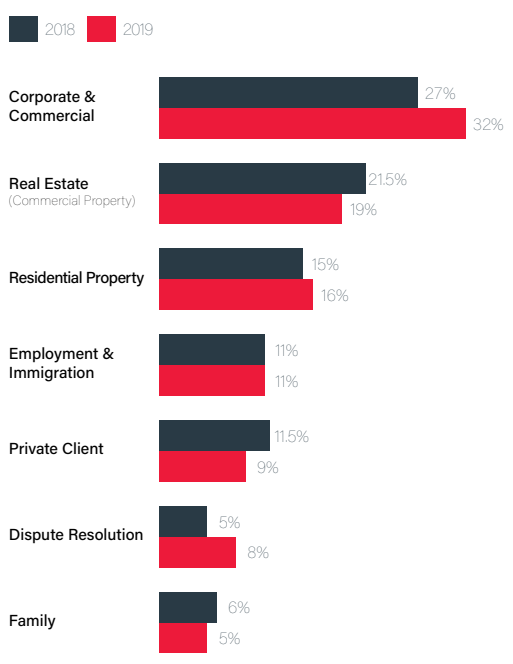
— Yavan Brar
Managing Partner



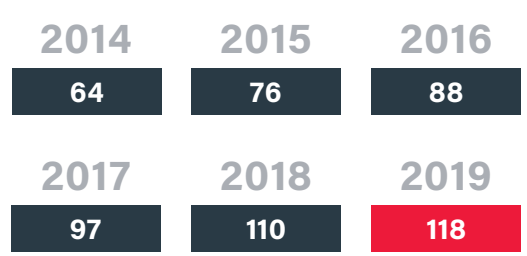
Turnover & Growth



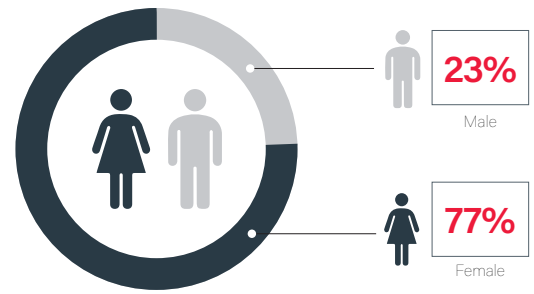
Working Areas



Employees



Out of 118 employees in 2019:



All figures throughout relate to the review period 2018-2019 (1 Oct-30 Sept), unless otherwise stated.

Our approach

At Herrington Carmichael we understand that people and relationships are central to our plans to become the best law firm in the South East.

People often think of lawyers 'sitting behind a desk' working through huge amounts of paperwork, however our growth over the last 5 years has been because we have kept a busy calendar of events and opportunities to meet our clients, and members of the communities in which we work. We also provide **International Legal Services** and **Expat Legal Services** to support our business growth and our network of clients and referrals worldwide.

Our client-base covers multi-national organisations, entrepreneurial businesses and individuals. We regularly provide and coordinate advice on international legal projects across a range of jurisdictions. We are a long-standing member of the IR Global network having established relationships with firms in all major jurisdictions across Asia, Africa, the Americas and Europe. In 2019, the members of the network awarded us as 'Member of the Year' at the Amsterdam conference.

Our Services

We provide an increasingly specialist legal practice – with dedicated experts operating at the forefront of their individual areas of law. We will provide you with our practical, deep understanding and professional teams in each of the legal disciplines we specialise in.



'Herrington Carmichael are able to draw on multiple areas of expertise and are very commercially minded, practical and good strategists.'

— **Legal 500**, 2020

Business services

Banking & Finance

Construction Law

Commercial Law

Corporate Law

Corporate Governance

Data, IT & Technology

Debt Recovery

Disputes & Claims

Employment Law

Immigration Law

Intellectual Property

International Services

Property Law

Recovery & Insolvency

Regulatory & Competition

Start-Ups / New Businesses

Individual services

Divorce & Family Law

Employment Law

Expat legal Advice

Disputes & Claims

Immigration Law

International Law

Money, Tax and Inheritance

Lasting Powers of Attorney

Probate & Estate Administration

Property Law

Property – Residential Conveyancing

Recovery & Insolvency

Wills, Trusts and Probate

Why work for us?

We are an ambitious firm and our aim is for continued development throughout the business, we want to keep growing further and build on our success in recent years.

On 1 October 2013 we employed 53 people, with turnover at £4.8m and here we are on the 1 October 2019 with 118 employees and turnover at £9.47m.

Our outlook remains positive and we will continue to recruit specialists to assist with maintaining the highest quality services for our clients but also build on our reputation within the legal community, across our local areas and internationally.

In 2019, Herrington Carmichael won **'Property Law Firm of the Year'** at the Thames Valley Business Magazines Property Awards, **'Best Medium Sized Business'** / at the Surrey Heath Business Awards and became IR Global **'Member of the Year'** 2019.

This successful period of growth has been achieved by the people we have and the service they have delivered to our clients and we very much see this continuing as we aim to become the best law firm in the South East.



Career Development

Your career development is a major focus for us. We want you to feel like you can achieve anything. Whether you are a lawyer or involved in the support activities across the firm, we want you to fulfil your potential and be given space to flourish.

You will have regular performance reviews, annual appraisals and constant training and support options. We build annual learning and development plans to support people who want to hone or improve specialist skills. We support people through professional training, to achieve qualifications as we want you to realise your potential and progress your career.

Herrington Carmichael also prides itself on being an equal opportunities employer. We have a diverse workforce that thrives on being inclusive and supportive, whatever your circumstances.

Matthew Lea

Senior Solicitor |
Corporate & Commercial Law

Career progression

We invest in our people, as Matt explains:



My time at Herrington Carmichael began as a legal assistant in 2012. I took the job to gain legal experience between the LPC and the beginning of my training contract with a large regional firm. After working in the Corporate & Commercial Department for a few months, I was invited to apply for a training contract with the firm. I jumped at the invitation as I could see the firm was well positioned to grow organically and wanted to be part of its success.

Having completed my training contract at Herrington Carmichael, I qualified as a solicitor into the Corporate & Commercial Department. Ever since, I have been encouraged to develop my skills and specialisms within the department and firm as a whole.

The firm has provided both time and budget for internal and external learning & development to ensure I grow as a solicitor and a manager. My opinion is always valued and I have been pushed throughout my time at Herrington Carmichael to contribute towards decision making with my own ideas.

In terms of career progression, the requirements of each stage have been set out clearly which has fuelled my desire to achieve more, helping me become a Senior Solicitor in 2019.

The firm really does invest in its staff and give us the tools to realise our full potential. I am very much looking forward to my future here."

— Matthew Lea,
Senior Solicitor

Careers at HC

At Herrington Carmichael we provide an environment in which our trainees can learn and develop their skills.

We try to accommodate trainees with their preferences as we recognise that for some, it can be difficult to know before commencing a training contract what areas of law will be most rewarding in practice.

Trainees will be given the supervision of Partners or other lawyers to guide them along the way, here's how a few of our trainees are getting along:



Chris Gemson
Solicitor

I applied to be a trainee due to the firm's reputation in giving a hands on experience of high-level work. During my time as a trainee I worked closely with national businesses and high net-worth clients in the negotiation, drafting and completion of leases amongst other matters. The client contact I received enabled me to



develop my drafting techniques, alongside my written and oral communication skills. These skills will enable me to become the best solicitor I can be post-qualification.

Herrington Carmichael offers trainees the opportunity to carry out a tailored training contract. Going down the commercial route has allowed me to 'sit' in the firm's Real Estate, Corporate and Commercial and Employment departments, which has given me a great grounding across a breadth of matters which may typically be involved in a large-scale transaction.

It is not only the work which makes Herrington Carmichael a great firm to work for – the firm has a social side which trainees can become involved with. There are football and netball teams, golf competitions and charity events.

I qualified into the Corporate & Commercial team as a Solicitor in 2019.



The Herrington Carmichael trainee programme injects enthusiasm and freshness in to our business. We value having a well-run trainee programme, as it is the perfect way to develop a workforce of home grown talent that fully understand our business, values, aims and objectives. We aim to develop all our employees and challenge them to become the best they can, it only helps the ambitions of our business. I am testament to this very programme, I started as a trainee and in October 2018 I became a partner in the business."

— **Alex Canham**, Partner,
Corporate & Commercial



Alex Canham
Partner | Corporate
& Commercial Law



Fareen Mohmood

Trainee Solicitor

I applied to the firm due to its strength in all practice areas and its reputation for giving trainees a high level of responsibility and good quality work. Thus far, I have completed seats in Private Client and Residential Property, and I am now completing a seat in Family.

During my seat in Private Client, I had the opportunity to set up trusts for high-net worth

individuals and carry out the required trust administration, which includes ensuring that tax is correctly calculated and paid on time as required by HMRC. I also gained experience in making applications to the Probate Registry, drafting Lasting Powers of Attorney and preparing Wills and Deeds of Variation. This allowed me to hone my drafting skills and learn about the main taxes which affect our clients.

In Residential Property, I was given the opportunity to manage a busy caseload of my own, which included sales, purchases and part-exchanges. I was able to run my own files and manage the process from beginning to end, which was fast-paced and highly rewarding. I now have a strong knowledge of all aspects of the conveyancing process. I also acted for clients on re-mortgages

and assisted in transfers of equity. Working in this busy department allowed me to develop strong client and communication skills, as I was required to communicate with solicitors, large-scale property developers, the Land Registry, Planning Authorities and clients on a daily basis. Working on sales in particular, I was able to argue legal and practical points when faced with onerous enquiries from solicitors on the other side. This was a particularly enjoyable aspect of my seat in this department.

I have found that the responsibility given to trainees, along with the strong support from supervisors and other fee-earners, has made Herrington Carmichael a fantastic place to train!



Emma Roper

Trainee Solicitor

Herrington Carmichael offers a rewarding and challenging environment for trainees. From the first day of my training contract, I have been given responsibility and had hands' on experience of high quality work. I have direct contact with clients on a daily basis.

During my seat in the Dispute Resolution department, I worked with commercial and individual clients on a range of disputes. I have had the opportunity to be involved at every stage of a dispute; from attending initial client meetings, instructing counsel and attending conferences with counsel, preparing and responding to court claims, negotiating settlements and attending a mediation. I have been able to develop my drafting skills by preparing court documents, witness statements, letters and settlement agreements.

Having the opportunity to work in the firm's range of departments throughout your training contract is incredibly

valuable. Each department is different, in terms of its work and clients, and also its way of working and training. Trainees are able to find the department that most suits their interests and personality.

Outside of work, there are social events including end of month drinks, trainee dinners and charity events, as well as netball and football teams. Trainees are also encouraged to get involved with Business Development, often by attending local networking events – which is great preparation for life as a Solicitor.

Apply to be a trainee

We are currently seeking to recruit trainees for **March 2022** and **September 2022** and we are offering two separate training schemes:



Our trainee solicitor contracts provide an excellent environment in which to learn and develop the skills needed to qualify as a solicitor. Trainees are fully integrated into our firm from day one. We believe in giving trainees responsibility which includes early client involvement and playing an active part in the progression of matters. Trainees receive excellent training and are supervised by expert solicitors and partners. Our trainees quickly build up their confidence and experience so that by the end of their training contract they are capable of acting on their own matters.

All of our trainees will be based in our Camberley head office.

What's the most important thing we look for in a trainee?

Most importantly we look for individuals who fit in with our values. First class client service is the key to our success. Candidates will need to be outgoing, articulate, ambitious and able to work under pressure.

Our trainee recruitment policy begins with an initial online aptitude test for short-listed candidates. This is followed by a presentation and psychometric test before a final interview.

Applications for the positions will open in September and close at the end of January every year. See our website for the latest details.

How does a trainee contract work?

Trainees will usually spend time in three to four different departments which are known as 'training seats'.

We tailor your training contract and decide which training seats based on business needs, trainee preference and potential availability of roles within our business upon qualification.

Commercial

- Commercial property
- Corporate & Commercial
- Commercial litigation
- Employment

Private client

- Residential property
- Private client
- Litigation
- Family
- Employment



Apply to join us



All applications should be made by way of a short cover letter and CV.

Please send to:

Post: HR Team, Herrington Carmichael, Building 9, Riverside Way, Watchmoor Park, Camberley, Surrey, GU15 3YL

Email: careers@herrington-carmichael.com

Benefits for you

We will offer you a range of attractive benefits.

- **Bonus scheme:** £470k was paid out for Financial Year 2018/19.
- **Holiday:** 25 days (plus 1 additional day at Christmas).
- **Holiday buy back:** Sell up to 3 days holiday.
- **Pensions:** Our pension exceeds statutory requirements and we will match up to 5% of salary.
- **Commission for work introduced:** On bills between £200 and £2000 (net) we will pay £20 and over £2000 we will pay 2%.
- **Death in service:** 2 x annual salary as death in service provision.
- **Legal Fees:** Staff will receive a reduced charge or free legal services.
- **Perkbox:** with 200+ different perks and discounts.
- **Employee Assistance Programme (EAP)** - provides support with mental, financial, physical and emotional well-being
- **Annual service award:** £30 gift voucher on your work anniversary.
- **Long service award:** Celebrate 5 year intervals with 2 extra holiday for the year + £50 gift voucher.
- **Fresh fruit and end of month drinks** at all our offices.

In addition to these attractive benefits we provide excellent opportunities for dedicated individuals to join an expanding and successful firm, work in a fast paced and vibrant team and develop their career within a flexible, supportive and encouraging environment.

470K

Bonus paid out
2019

200+

Perkbox
discounts

25

25 days holiday, plus
1 extra for Christmas



Herrington Carmichael offer a range of high quality, plain speaking legal advice to businesses, individuals and families.

We believe in our traditional values of excellent service and value for money. Our clients appreciate our innovative, proactive and friendly approach. Our long-term client relationships are the very foundation of our 175 year old business.

Whether you are buying, selling, developing or leasing property, looking to secure your family's future, beginning, growing or protecting a business, or going through a difficult period, our teams are always available to support and advise you.

From our offices in London, Camberley and Wokingham we work with a growing number of clients in the UK and worldwide through our international network, IR Global. We have a historic connection with our local area as we look to consolidate our position as a leading law firm in Surrey, Hampshire and the Thames Valley.



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