

## **Litigation Paralegals Job Description**

As a leading litigation firm, we are seeking good calibre paralegals to work on complex and quite often high-profile cases.

Please see the further details below and if you are interested in joining us, please send your application to the details provided below.

### **Our Firm**

KANGS is a boutique six-partner criminal and civil litigation law firm with offices in Birmingham, London, and Manchester.

We are recognised as one of the leading criminal & fraud litigation firms in the country and ranked in the highest tier by both the Legal 500 and Chambers UK.

The firm has won multiple national awards, including the Legal 500 'Criminal & Fraud Law Firm of the Year' as well as numerous individual awards and accolades for its highly rated team.

### **The Candidate**

We are looking for candidates who want to work in a dynamic and fast paced environment alongside the firm's excellent litigation lawyers.

We are seeking litigation paralegals to work full time in our Birmingham Office based in the city centre at 34 St. Paul's Square.

Training Contract/SQE opportunities will be available to the right candidate after successful completion of the paralegal role. The firm has a strong commitment to 'growing its own solicitors' and two of the current six partners in the firm began their careers as trainee solicitors with KANGS.

### **The Role - Areas of Work**

The role will involve assisting Partners and Associates with a wide range of litigation matters. The successful applicant will be expected to work in the areas of:

- **Insolvency Litigation**
- **Commercial Litigation**
- **Civil Fraud**

- **Tax Litigation**
- **Financial Crime**
- **Financial Restraint & Asset Forfeiture**
- **Regulatory Investigations including professional discipline.**

A brief outline of the work is below.

#### Insolvency Litigation

- Company Director Disqualification Proceedings
- Liquidator claims for and against company directors
- Company Liquidations
- Winding Up Petitions
- Bankruptcy
- Insolvency Service Investigations
- Wrongful & Fraudulent Trading

#### Commercial Litigation

- Contract Disputes
- Technology & Construction Disputes/Adjudication
- Shareholder & Director Disputes
- Banking & Finance Litigation
- Professional Negligence
- Defamation, Libel & Media
- International Disputes
- Commercial Agent Regulation Disputes
- Injunctive Relief & Interim Applications
- Intellectual Property Disputes
- Sports Law

#### Civil Fraud

- Civil Fraud & Asset Recovery
- Account Freezing Orders
- Worldwide Freezing Injunctions
- Search Orders
- Norwich Pharmacal Applications
- Cryptocurrency Disputes

### Tax Litigation

- Tax Tribunal Litigation
- HMRC Civil Tax Investigations

### Financial Crime & Financial Restraint including:

- Serious Fraud Investigations
- HMRC, FCA and SFO Investigations
- POCA & Asset Forfeiture
- Dawn Raids
- Financial Freezing Orders
- VAT & Tax Investigations
- Cryptocurrency investigations

### Regulatory Investigations (including Professional Discipline)

- Investigations by agencies including Trading Standards, Environment Agency & the Insolvency Service
- Preparation of written representations to the Disclosure & Barring Service
- Defending Professional Disciplinary Proceedings on behalf of medical, accountancy, legal and other professionals.

### **The Role - Tasks**

A successful candidate will be required to undertake the following non-exhaustive list of tasks:

1. Attend client conferences and conferences with Counsel
2. Draft letters, formal documents, pleadings, and witness statements
3. Consider voluminous disclosure and prepare detailed disclosure reports/requests
4. Have a working knowledge of the Civil Procedure Rules
5. Prepare Instructions & Briefs to Counsel
6. Prepare trial bundles
7. Attend all court hearings including jury trials
8. Prepare Notes of Trial
9. Undertake Legal Research and draft topical articles for publication

### **Requirements for the position**

Essential skills required for the role include:

- Good academic qualifications (minimum 2:1 Degree) & LPC/BPC
- Common sense and good judgment
- Punctuality and good timekeeping
- Outstanding interpersonal and communication skills
- Being administratively proficient
- Excellent I.T. skills to include use of case management systems and online legal research tools
- Good legal research skills and ability to draft well-constructed written notes/legal arguments
- An ability to work hard and to meet demanding deadlines
- Capable of working alone or as part of a team
- Being motivated and pro-active
- Being a good reflection on the firm
- A strong desire to learn and improve knowledge and other skills continuously.

### **Salary & Working Hours**

**Salary:** £competitive

**Hours:** 9am to 5.30pm Monday to Friday (Office Based at 34 St. Paul's Square, Birmingham B3 1QZ)

### **The Application Process**

Candidates should apply with a CV and covering letter addressed to the Senior Partner (see details below).

The covering letter should explain:

- why the candidate seeks the role,
- why the candidate wants to work at KANGS; and
- what qualities and skills the candidate will bring to the firm.

CV and covering letter to be sent to:

Mr Hamraj Kang

Senior Partner, KANGS Solicitors

By email only: [hkang@kangssolicitors.co.uk](mailto:hkang@kangssolicitors.co.uk)