

# HARNEYS

Harneys Bermuda is expanding to build our full-service legal and fiduciary practice in Bermuda. Over the past 55 years Harneys has earned a strong reputation as a leading international offshore law firm and a place where talented lawyers and professionals enjoy high-quality work in a collegiate working environment which values professionalism, results and expertise. For more information about Harneys, please visit [www.harneys.com](http://www.harneys.com).

We are looking for the following experienced professionals to join us.

## **CORPORATE & COMMERCIAL LAWYERS 8 + years PQE**

The successful applicants will currently be in a law firm and have at least 8 years post qualification experience at a major onshore or offshore law firm, with cross-border corporate experience and a strong financial services background in general corporate, corporate finance, banking, insurance, funds and regulatory work as well as public and private offerings of debt and equity.

The successful applicants will excel in a demanding but supportive team environment and have excellent academics, sound practice management skills and a strong track record of responsiveness and successful client interaction. In addition to technical strength commensurate with experience, candidates should be able to demonstrate superior marketing, business development and inter-personal skills. In this role, there will be a unique opportunity to mentor young Bermudian pupils and associates. A premium is placed on the ability to engage in team building and otherwise assist the Head of Corporate Department in the development of the corporate practice.

## **CORPORATE & COMMERCIAL LAWYERS 5-7 years PQE**

The successful applicants will currently be in a law firm and have at least 5 – 7 years post qualification experience at a major onshore or offshore law firm, with cross-border corporate experience and a strong financial services background in general corporate, corporate finance, banking, insurance, funds and regulatory work as well as public and private offerings of debt and equity.

The successful applicants will excel in a demanding but supportive team environment and have excellent academics, sound practice management skills and a strong track record of responsiveness and successful client interaction. In addition to technical strength commensurate with experience, candidates should be able to demonstrate solid marketing, business development and inter-personal skills.

## **CORPORATE & COMMERCIAL LAWYERS 3-5 years PQE**

The successful applicants will currently be in a law firm and have at least 3 - 5 years post qualification experience at a major onshore or offshore law firm, with cross-border corporate experience and a strong financial services background in general corporate, corporate finance, banking, insurance, funds and regulatory work as well as public and private offerings of debt and equity.

The successful applicants will excel in a demanding but supportive team environment and have excellent academics, sound practice management skills and a strong track record of responsiveness and successful client interaction. In addition to technical strength, candidates should be able to demonstrate good inter-personal, teamwork and business development skills.

## **CORPORATE & COMMERCIAL LAWYERS 1-3 years PQE**

The successful applicants will currently be in a law firm and have at least 1 - 3 years post qualification experience at a major onshore or offshore law firm, with some experience in cross-border corporate work and a developing financial services background in some or all of the following areas: general corporate, corporate finance, banking, insurance, funds and regulatory work as well as public and private offerings of debt and equity.

The successful applicants will excel in a demanding but supportive team environment and have excellent academics, sound practice management skills and a strong track record of responsiveness and successful client interaction. In addition to technical strength commensurate with experience, candidates should be able to demonstrate good inter-personal and teamwork and skills and a willingness to develop sound marketing and business development skills.

## **CORPORATE & COMMERCIAL TRAINEE LAWYERS**

Harneys Bermuda is looking to employ talented young attorneys-in-training willing to develop and hone entry level skills in the full range of litigation, corporate and commercial transactions. The firm places a strong emphasis on mentoring and developing young attorneys-in-training and has a demonstrated track record of success in this regard. The firm seeks hard-working candidates who possess dedication to client service and the task at hand, combined with a willingness to learn both the substance and business of the law from the ground up, under the guidance of a highly experienced mentor.

## **LITIGATION LAWYERS 7 + years PQE**

Harneys Bermuda is looking to recruit litigation lawyers with at least seven years experience who specialize in commercial litigation, insolvency and restructuring. Excellent advocacy skills are required and admission to the Bermuda Bar is preferable.

## **LITIGATION LAWYERS 3 + years PQE**

Harneys Bermuda is looking to hire commercial litigation associates with at least three years experience for our litigation department. Applicants must have experience with commercial litigation matters, be able to work under pressure, have advocacy experience and possess excellent academic qualifications.

## **ACCOUNTANT**

A partly or recently qualified accountant (ACCA, ACA, CPA or equivalent) is sought to manage all matters relating to the finance and accounting function. This will include MIS, billing and collections, payments to vendors, bank relationships and reconciliations, payroll and producing monthly management accounts, as well as preparation of annual financial statements in accordance with IFRS.

In addition to having excellent IT and communication skills, the successful candidate will be self-motivated and a strong team player. Experience in financial services or professional practice although not a requirement, would be advantageous. A competitive salary is offered, commensurate with qualifications and experience.

## **SENIOR CORPORATE ADMINISTRATOR**

Harneys Bermuda Corporate Services is seeking to recruit a talented and outstanding individual to fill a Senior Corporate Administrator role. The ideal candidate will attend to the full range of corporate administrative tasks across a range of client sectors and should have a minimum of 5 years' practical experience as a corporate administrator. Excellent interpersonal and communication skills, along with a service-oriented attitude, are essential to this challenging and rewarding position. The successful applicant will have obtained Corporate Secretarial Practice I & II and will have a sound knowledge of ViewPoint, strong proficiency in the Microsoft suite of applications with advanced knowledge of Word and Excel.

## **CORPORATE LEGAL SECRETARY**

Harneys Bermuda is seeking a dedicated and talented individual to fill the role of Corporate Legal Secretary. The position involves a high degree of client contact, and requires excellent spoken and written communication skills, along with a service-oriented attitude, solid organizational skills and meticulous attention to detail.

Good academic grades are critical with strong proficiency in the Microsoft suite of applications with advanced knowledge of Word and Excel. Applicants should have outstanding word processing skills. The successful applicant will have a minimum of three years prior experience in an equivalent position.

## **SENIOR KNOWLEDGE MANAGER (part-time)**

Harneys Bermuda is seeking a dedicated and talented individual to fill the role of Senior Knowledge Manager. Core functions include managing and developing the firm's information systems; providing research and reference services to lawyers and clients; designing and maintaining in-house databases of relevant materials; coordinating the firm's knowledge sharing procedures and precedents databases; coordinating a current awareness service, including multi-lingual international databases and resources; overseeing collection management; dealing with vendors and external consultants; training lawyers, law students and staff in the use of information resources.

The successful applicant will have: a Masters degree in Information Management (or an equivalent degree) from an accredited university; a minimum of 10 years of employment experience in a professional capacity in information services, preferably with a law firm; fluency in legal terminology, citation and classification systems and legal taxonomies; fluency in a minimum of one or two foreign languages would be a definite asset; strong computer skills, including a working knowledge of database development, webpage design and experience using information management software systems; expertise in the provision of legal and business research services using print and electronic sources of information, including Lexis-Nexis, Justis, due diligence and KYC services.

Salaries for all positions will be commensurate with the respective applicant's role, qualifications and experience.

All applications for employment are handled in the strictest confidence and should be submitted before close of business on Friday 2nd October 2015 to:

Mrs. Hiliary Every,  
Office Manager  
Harneys Bermuda Limited  
Continental Building  
25 Church Street  
Hamilton HM 12

Or send an email with C.V. to [Bermuda@Harneys.com](mailto:Bermuda@Harneys.com)