

MACFARLANES

**EXCEPTIONAL
LAWYERS.**

**WITHOUT
EXCEPTION.**

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WELCOME TO MACFARLANES

Join Macfarlanes and from day one you will be far more than just another potential lawyer: like every graduate joining us, we want you to make it as one of the next generation of partners.

We ask one fundamental question of every graduate we recruit: do you have what it takes to be an exceptional lawyer?

We invest a great deal in the recruitment process: it is our partners who review your applications and, on assessment days, it is our partners who will interview you.

As a trainee you will be expected to contribute right from the start. You will be tested in challenging situations working with some of the world's most successful and ambitious businesses and individuals.

Our size means you'll be closer to the frontline, making a valuable – and valued – contribution. Our trainees are of the highest quality and we are confident that they can be trusted with the highest quality work. When we ask our trainees to undertake secondments, we know they will make the best impression.

It is demanding. You will need a high level of intellectual ability but also the character and drive to succeed. The hours can be long and the work is hard, but we will support you.

The majority of our partners were trained here. In my own case, I in fact trained at a Magic Circle firm. When I joined Macfarlanes as a junior lawyer, I was struck by the responsibility that the trainees here are given, and by their quality. The formal training provided during the training contract is second to none. Trainees have responsibility for their own work, leading to a high level of personal pride in what is produced. Having shared an office with trainees over the last 20 years, I see that this ethos has not changed. That same trust and confidence we have in our trainees, alongside their qualities and the commitment they bring, make them the exceptional lawyers we have here today.



Seán Lavin
Head of Graduate Recruitment

ABOUT US

We are a distinctive law firm with a truly international practice.

The driving force behind the firm is an absolute commitment to delivering the right advice in the right way to our clients.

We know that clients face mounting complexity and time pressure, and our lawyers use their experience to deliver clear, concise advice.

The firm's partners get involved, stay involved, and with the support of tight knit teams, advise on the most critical matters with clarity and confidence.

The size of our firm is important. We've kept things simple. We've decided against growth at the expense of quality, against size at the expense of efficiency and agility. So whilst we're large enough to advise on the most complex matters, we're also small enough to ensure that our people and our work are exceptional, without fail.

Rather than opening multiple offices around the world, we take a "client first" approach to international work. Our clients get the best advice from the right lawyer – wherever in the world they need it.

Our combination of culture and expertise makes us a formidable force in the legal market. We sustain our position by recruiting and training successive generations of truly exceptional lawyers.

You could be one of them.



Find out more by visiting our website
macfarlanes.com

**WE
ARE A
LAW FIRM.
WITH A
DISTINCTIVE
APPROACH.**

WHAT WE OFFER

We treat one another with fairness and civility – it's how we get the best from people. From day one, you'll be exposed to real work, and you'll make a real contribution.

We expect a lot from our people. But we also nurture them. A senior lawyer will keep a close eye on your performance and ensure you receive the support you need. The training programme here is like no other. It represents the enduring commitment to training and development that is woven through our firm.

IT STARTS WITH SELECTING RARE INDIVIDUALS

Only the right people can do what we ask of them, so we look for a rare combination of character, drive and intellectual curiosity.

DEALING DIRECTLY WITH CLIENTS

The close support of a partner will enable you to deal directly with clients, assisting on complex transactions, from the first day of your training contract.

A BROAD LEARNING EXPERIENCE

We handle the full range of matters, from corporate, real estate and litigation to private client, and our work is often international. That means wider exposure for you and a closer look at the issues facing our clients.

THE SUPPORT YOU NEED TO THRIVE

We give you all the support you would expect and close mentoring from partners and regular reviews.

OUR COLLEGIATE CULTURE

Our culture is a prized asset defined by openness, fairness and independence of spirit. We treat everyone at the firm with respect. But we do not take ourselves too seriously – the atmosphere here is friendly and the social side of life at Macfarlanes is valued.

JAMES EUSTACE

EDUCATION: HISTORY, YORK

JOINED: AS A TRAINEE IN 2012

ROLE: SOLICITOR

As a trainee in M&A, James was part of the team advising Verizon Communications Inc. on its acquisition of Vodafone's 45 per cent interest in Verizon Wireless for \$130bn, the third largest M&A deal in history.

 Find out more by visiting our website macfarlanes.com/careers

We won the brief because of our long-term relationship with a leading US law firm, and our reputation for delivering high-quality, complex international work. The client understood that both the UK and US elements of the deal were equally important, so they needed law firms who were at the top of their game in this area for both jurisdictions. We've worked with Wachtell over a number of years, they know us well and recommended to Verizon that they appoint us as their UK counsel.

IT WAS GREAT TO BE INVOLVED IN WORK THAT WAS COVERED SO EXTENSIVELY IN THE PRESS AND TO KNOW THAT IT WAS HAVING A TANGIBLE EFFECT ON THE UK ECONOMY.

James Eustace
Solicitor, Tax

I was part of the M&A team on the deal. The team was very small (I was the only trainee who worked on it on a permanent basis) so I was very involved with the matter from start to finish. I assisted with the preparation of the prospectus, carried out research tasks and helped to liaise with the UKLA. There were also a large number of slightly less run-of-the-mill tasks that regularly arose: from researching the history of Verizon, to co-ordinating the billing for the many foreign jurisdictions we worked with.

We worked very closely with lawyers in the US over a period of many months so that we effectively operated as one team from the client's perspective. Efficient communication was essential. We regularly delivered joint advice (both written and oral) to Verizon in addition to the advice that we separately delivered on specific UK aspects of the transaction.

It was great to be involved in work that was covered so extensively in the press and to know that it was having a tangible effect on the UK economy.



**WE
RECOGNISE
EXCELLENCE.**

**AND KEEP
RECOGNISING IT.**

MERIT

Above all, what matters to us is your ability and drive to become an outstanding lawyer. If you're ambitious and have the determination to succeed, we will notice. We'll give you the support and exposure you need and the opportunities to grow and progress your career with us.

WHAT WE EXPECT

Our reputation is based on the exceptional quality of our lawyers.

Each year we recruit up to 30 graduates. Our aim is to train them and keep them: the offer of a training contract at Macfarlanes is an offer to build your whole career with us.

We are looking for exceptional lawyers. Our people are our biggest asset and vital to our continued success. We are proud of our commitment to creating and retaining generations of lawyers of the absolute highest technical ability, who are focused and decisive, yet, at the same time, are committed to a deep understanding of each individual client's needs.

Trainees here thrive on responsibility and challenge and are ready to begin their careers right away – dealing with clients, managing client matters and representing the firm from their first day here.

The qualities we look for in our lawyers include strong interpersonal skills, an ambitious, commercial approach, drive, motivation and resilience. Above all, we value a commitment to excellence, and an intuitive understanding of people. Our clients come from a range of backgrounds and cultures and our people do too. We welcome applications from candidates with either a law or non-law background with outstanding academics, including a 2:1 degree or above.

93%

Trainees that stay on after qualification

53%

Partners that trained at Macfarlanes

GRUFFUDD JONES

EDUCATION: MECHANICAL ENGINEERING, CARDIFF

JOINED: AS A TRAINEE IN 2014

ROLE: SOLICITOR

Our people are drawn from a wide variety of backgrounds, and not all have taken the conventional route into City law. Our diversity matters – it leads to fresh thinking and great outcomes for our clients.

Find out more by visiting our website
macfarlanes.com/careers

I converted into law from a ten year career in mechanical engineering, working on large industrial and mining projects across Africa. I had an unforgettable experience in the most remote areas of Africa, however law provides me with an opportunity to harness the skills I gained in a broad range of sectors.

An engineer's skills are well suited to law – the ability to analyse and understand complex issues and provide clear, concise and accurate feedback matters to engineers and lawyers.

I wanted a firm which would value individuals based on their skills and abilities, and where trainees are important assets, supported by a strong training contract. A small trainee intake, and the quality of its work and trainee scheme, meant Macfarlanes stood out.

The trainee scheme here maximises individual strengths by instilling trust and responsibility from an early stage. My training seats included derivatives and trading, litigation and corporate M&A, areas which were unconnected to my previous career, so the experience was a steep learning curve, challenging but hugely rewarding too.

I qualified into corporate M&A in March 2016, and the skills I have gained in both my previous career and my training contract have quickly been put to good use. I am on secondment with one of our global industrial and commodity trading clients dealing with a diverse range of industrial and commodity matters. I feel that I am able to offer unique added value to the client given my past experience as well as continuing my career development.

From trainees to partners, the quality of the people who work at Macfarlanes is extraordinary. This is a firm that prides itself on exceptional service and exceptional results, and that depends on the people who work here: trainees are expected to deliver a certain level of quality from the first day, and due to the support of supervisors, and the firm's ethos as a whole, this is achieved without exception.



**FROM TRAINEES TO PARTNERS,
THE QUALITY OF THE PEOPLE
WHO WORK AT MACFARLANES
IS EXTRAORDINARY.**

Gruffudd Jones
Solicitor

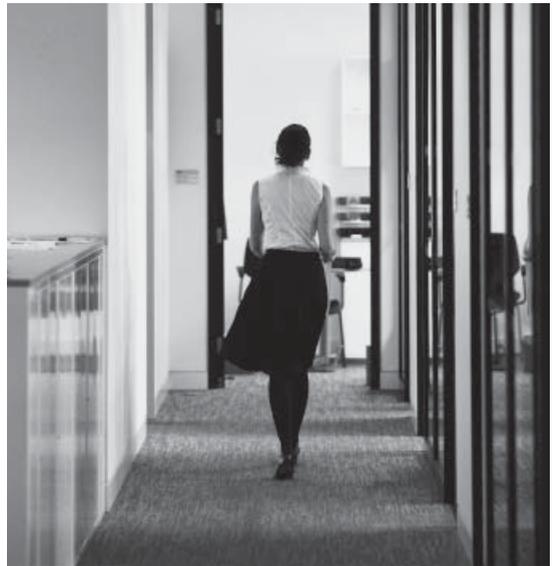
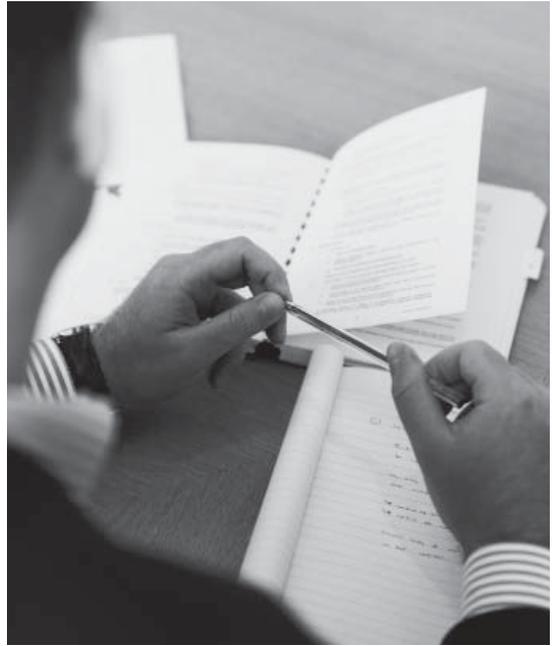
**OUR FIRST
LAW IS
RESPECT.
EARN IT
AND
GET IT.**

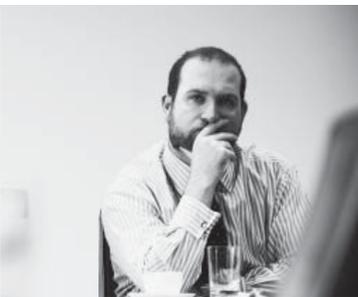
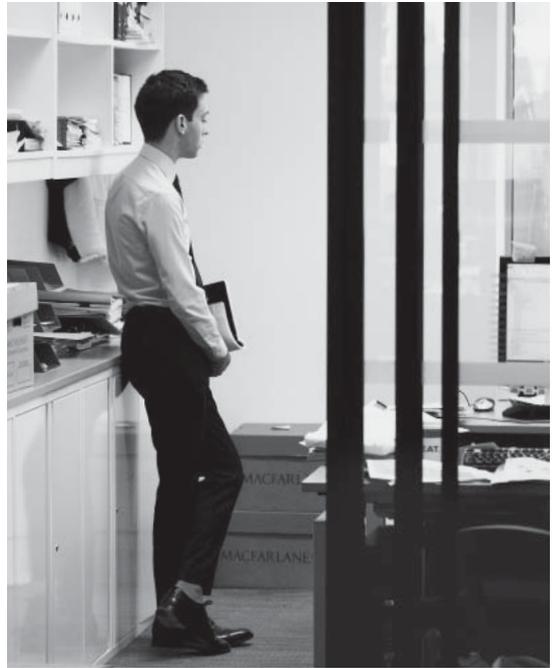
PEOPLE

Exceptional lawyers know that clients and colleagues are people first and foremost, not just business opportunities. As a firm of exceptional lawyers we foster a culture of mutual respect. To thrive here, it's something you will want to earn.

LIFE AT MACFARLANES

Exacting, interesting and filled with
stimulating people – you learn
and grow here, every day.







GEORGIA KRELL

**EDUCATION: MODERN AND MEDIEVAL
LANGUAGES, CAMBRIDGE**
JOINED: AS A TRAINEE IN 2016

The firm's structure, culture and ethos sets it apart. Trainees are offered a singular combination of challenging and complex legal work, interesting clients and early responsibility.

Find out more by visiting our website
macfarlanes.com/careers

For me, Macfarlanes stood out from the other top City firms in terms of its size, the combination of practice areas and its reputation for excellence.

Having studied the LPC with other Macfarlanes' trainees in my intake, and having come into the firm for regular talks and socials throughout the LPC year, I felt very comfortable with the people and the place here at Macfarlanes. It has definitely helped me to settle in quickly.

So far, being a trainee here has been well-balanced between exciting and challenging. Being one of just 30 trainees means that we are given real responsibility from day one and not shielded from client contact. In fact, on my first day in the private client property group – also my first seat - I was involved in a completion. This could have been overwhelming but thanks to the support from my supervisor, and other solicitors closely

**SITTING IN THE
PRIVATE CLIENT
TEAM HAS BEEN
FASCINATING;
I DON'T FEEL I
WOULD HAVE HAD
THE SAME ARRAY
OF EXPERIENCE
ELSEWHERE.**

Georgia Krell
Trainee

guiding me, I always felt there was someone to turn to.

A firm that combines corporate and private client also appealed to me. The opportunity to be involved in advising individuals on their business and private needs, as well as blue chip corporate bodies, is an offering that is unmatched elsewhere. Sitting in the private client team for my first six months has been fascinating; I don't feel I would have had the same array of experience elsewhere.

It's daunting to join a place that sets such high expectations across everything it does but the firm's culture is defined by approachability and respect. Every single person I have come across has been welcoming and helpful. It really does show that the idea of teamwork being at the heart of what Macfarlanes does is not just something you hear at a recruitment fair but the reality of life at the firm.

ELIZABETH PARSONS

EDUCATION: LAW, SUSSEX
JOINED: AS A TRAINEE IN 2015

At Macfarlanes, working with exceptional lawyers means exactly that: getting input, support and guidance every day from the most astute, highly regarded lawyers in the business. It makes for a collegiate atmosphere and perfect environment for personal growth.

Find out more by visiting our website
macfarlanes.com/careers

I met a team from Macfarlanes at a recruitment fair and was impressed by their passion for the firm, and their engaging and friendly manner. I also liked the firm's wider perspective on recruitment. Obviously academic success is important, but other skills such as communication and team work are also highly valued. This, combined with the quality of clients and interesting work, really cemented my decision to join the firm.

The work is often complex and high value, however the firm's size means that trainees get more exposure to clients earlier than at many City firms. During my second seat in commercial property, I often worked on matters on

ACADEMIC SUCCESS IS IMPORTANT, BUT OTHER SKILLS SUCH AS COMMUNICATION AND TEAM WORK ARE ALSO HIGHLY VALUED.

Elizabeth Parsons
Trainee

my own which I had not expected. I spoke directly with clients and drafted documents – always under the watchful eye of my supervisor. I found that terrifying at the beginning but now realise it was genuinely the best way to learn.

A highlight for me so far was during my first seat in funds when I worked on a large closing of a fund for one of the firm's biggest clients. We had to prepare all of the documents and make sure that the investors and clients were ready to go. It was a big job with plenty of late nights but was very exciting to be part of such a huge deal where I was given a lot of responsibility.

Outside of work, I have also enjoyed the range of CSR activities to get involved with. Each year the firm chooses a charity of the year to support and there are regular fundraising events from social events and quizzes to sporting challenges and raffles. They are a good opportunity to get to know people from across the firm.

I have had a wonderful experience training here so far and have made some very good friends. I look forward to my next seat in litigation.



**OUR
PARTNERS.
YOUR
PARTNERS.**

THE RIGHT SIZE

Excellence has always been more important to us than swelling our ranks. Our size and structure mean you'll work closely with partners, learning about business-critical legal issues from some of the finest legal minds. Their standards are exceptionally high – yours will need to be too.



ROSS BROWN

EDUCATION: LAW, UCL
JOINED: AS A TRAINEE IN 2008
ROLE: SENIOR SOLICITOR

Ross was part of the team advising a Russian metal producer on its successful application for a judicial review against a regulatory body.

Find out more by visiting our website macfarlanes.com/careers

The Regulator had planned to introduce a new rule affecting the loading rates of metal in and out of Regulator-approved warehouses. The new rule threatened to cause substantial financial loss to our client and other metal producers worldwide and our client was concerned it may have resulted in the closure of numerous factories around the world. I worked closely with the partner and the senior counsel on all aspects of this dispute. Following the initial strategy meetings, I produced notes of advice for the client and drafted the letter before action before preparing the judicial review application.

OUR SENIOR PARTNER WAS PARTICULARLY INTERESTED IN THIS DISPUTE AND DESCRIBED THE OUTCOME AS A “LANDMARK RESULT”.

Ross Brown
Solicitor, Litigation & dispute resolution

I also attended numerous meetings and calls with the client, counsel and experts.

One major task was to analyse the evidence provided by the Regulator in order to prepare for the hearing, which I attended (expedited so it took place before the rule change was due to take effect), and to assist counsel in utilising that material to prepare the skeleton argument for the hearing which set out the key elements of our client's case.

The outstanding moment was receiving the draft judgment and finding out that our client had been successful. I had to read the final paragraph a few times to make sure before I told the rest of the team. Our senior partner was particularly interested in this dispute and described the outcome as a “*landmark result*”.



JAT BAINS

EDUCATION: LAW, BIRMINGHAM
JOINED: AS A TRAINEE IN 1999
ROLE: PARTNER

Macfarlanes' partners are actively involved in our recruitment and training process. Many of them went through it themselves, and they know better than anyone that the sustained success of our firm depends on the quality of our lawyers.

Our firm is recognised for its high quality legal advice – our trainees need to meet the highest standards expected from our clients. That doesn't happen by accident. From our specially tailored LPC to our comprehensive education programme during the training contract and beyond, we take training incredibly seriously.

We give trainees as much responsibility as they can handle – the best way to learn is through doing the work of a solicitor.

THE VALUABLE TIME WE DEVOTE TO FINDING AND NURTURING OUR TRAINEES STEMS FROM A SIMPLE FACT: THEY ARE THE NEXT GENERATION OF MACFARLANES' PARTNERS.

Jat Bains
Partner, Finance

In return for the commitment, hard work and ambition of our trainees, we help to create exceptional lawyers delivering excellent service, which is what attracts clients to us.

Our partners are involved every step of the way. As a firm we visit universities around the country, invite potential applicants to events at our offices and personally interview the candidates who attend our assessment days. Partners make the ultimate decision as to who our trainees are. Each trainee has a partner acting as their mentor. I'm one of the partners on our Trainee Solicitor Committee and a group of us help to oversee the entire process. The valuable time we devote to finding and nurturing our trainees stems from a simple fact: they are the next generation of Macfarlanes' partners.

Find out more by visiting our website
macfarlanes.com/careers

INDEPENDENCE

Considered, independent thought is the essence of our firm. It's part of what makes us different in our clients' eyes and it's how we deliver results.

We'll expect you to think for yourself
from day one.

**WE
THINK FOR
OURSELVES.
DO
YOU?**

THE PROGRAMME

LEGAL PRACTICE COURSE (LPC)

All our trainees study the Macfarlanes tailored LPC at the London Holborn branch of BPP Law School. You will study with those going to other firms during the compulsory elements of the LPC from September to February. From March you will study a separate set of electives, specially designed for our trainees to take together as a group to prepare you for your work in our distinctive range of practice areas.

While undertaking the LPC as a future trainee you will attend a series of seminars in our offices in order to link your study with the practice of law at Macfarlanes. These seminars at the firm, along with various social events, also help to give you a fuller introduction to the firm, your fellow trainees and your future colleagues.

Future trainees are required to achieve a Commendation or above in their GDL and LPC.

Fees for the LPC at BPP are paid in full for all our future trainees and you will receive a £7,000 maintenance grant.

TRAINING CONTRACT

Your training contract at Macfarlanes will combine hands-on experience with a first class education programme. You will find the support you would expect from a leading firm: your future depends on the success of your training, as does the continued success of the firm.

Seat rotation

You will spend six months in four different practice areas: typically, one seat in corporate and M&A, two seats in either commercial real estate, private client, litigation or tax and then a seat in one of our specialised corporate practice areas. In each seat, you share a room with a partner or senior solicitor who supervises and supports you.

Development

You will follow an intensive schedule of seminars and lectures, presented by Macfarlanes' partners or senior solicitors. The programme is 'front-loaded' to develop your knowledge and skills at an early stage in each seat. As a trainee you may also be asked to contribute to a seminar or to update the team on recent developments in a particular area of law.

Mentoring and review

Each of your seats will feature a mid-seat and end-of-seat review, during which you can discuss your progress and which areas need focus. You are provided with a trainee mentor while you are studying the LPC. In addition, throughout your contract, you are given a partner who will act as your mentor and attend your six-monthly reviews with you. These mechanisms ensure that you get the most out of these first years. At the outset you will quickly become part of the team – people at all levels in the firm will know your name and value your contribution.

Trainee Solicitor Committee Constituency groups

As part of the trainee population, you will be divided into small 'constituency' groups of mixed intakes, meeting informally during your training contract. The purpose of the meetings is to give you direct regular access to our Trainee Solicitor Committee partners to discuss any issues of interest to you and to facilitate intra-trainee networking. Your allocated Trainee Solicitor Committee partner will also attend your six-monthly reviews to ensure continuity across your training contract.

VACATION SCHEME

The vacation scheme at Macfarlanes gives you a two-week snapshot of life as a trainee.

What to expect

You will be given hands-on experience, enabling you to develop a real understanding of the firm's culture and work. You might draft a letter and then work through the draft with a solicitor or trainee; or research a live issue for a client. You may be taken to client meetings or to meet counsel.

You will spend each of your two weeks with us in a different practice area, working alongside a partner, solicitor or trainee. At the same time, you will undertake a mock transaction that will run for the duration of your placement.

The vacation scheme has a strong social component. As well as the organised events, softball with our trainees for example, or lunch with our partners, there are many opportunities to get to know people throughout the firm and to find out if Macfarlanes is right for you.

INSIGHT DAY

We offer an insight day for first year undergraduates to show you what life and work is really like at a leading law firm.

The day includes presentations, skills workshops including a mock negotiation, along with work-shadowing a trainee or solicitor. Throughout the day you will have an opportunity to meet people across the firm. This day will provide you with skills and information to decide whether law is the career path for you.

 Find out more by visiting our website
macfarlanes.com/careers

YOUR PATH AT MACFARLANES

LAW GRADUATES

VACATION SCHEME

To apply for a vacation scheme candidates are required to be in at least the penultimate year of a law degree.

Applications open: 1 November
Deadline: 31 January



TRAINING CONTRACT

Applications are accepted from candidates who are in the penultimate or final year of a law degree and from law graduates.

Applications open: 1 November
Deadline: 31 July



NON-LAW GRADUATES

VACATION SCHEME

To apply for a vacation scheme candidates are required to be in at least the penultimate year of a non-law degree.

Applications open: 1 November
Deadline: 31 January



TRAINING CONTRACT

Applications are accepted from candidates who are in the final year of a non-law degree and from non-law graduates.

Applications open: 1 November
Deadline: 31 July

CPE/GDL

All candidates are required to complete the Common Professional Exam/Graduate Diploma in Law, a 12-month full-time diploma equivalent to a law degree.



ALL GRADUATES

LPC

All future trainees are required to complete the Macfarlanes tailored Legal Practice Course at the London Holborn branch of BPP Law School.



TRAINING CONTRACT

Trainees complete a two-year training programme, split into four six-month seats.



QUALIFICATION

Trainees are offered the opportunity to apply for a qualified position in one of our practice areas upon completion of their training contract.

APPLICATION

We welcome applications from everyone who meets our minimum academic requirements irrespective of what or where you have studied. The forms are straightforward and designed to give you the opportunity to impress us.

Applications for the insight day, vacation scheme and training contract are made online. The sooner you apply, the sooner we can process your application.

Insight day assessment

In addition to outstanding academics, the qualities we look for in applicants to our insight day are the same as those we look for in our people. These include strong communication skills, attention to detail, research skills, drive, motivation, resilience and an interest in City law. Applicants will be invited for a telephone interview before offers for a place on our insight day are made.

Vacation scheme assessment

Vacation scheme applicants may be invited for assessment at one of our open days, where you will complete a group exercise and a partner interview before offers of vacation scheme places are made.

Training contract assessment

The training contract assessment process requires candidates to attend our assessment day, taking part in partner interviews, a written exercise, case studies and a group exercise and presentation. We do not make it a condition of a training contract offer that candidates have attended a vacation scheme at the firm. If candidates are unsuccessful or unable to attend a vacation scheme that does not disbar you from applying for a training contract.

The assessment process for all our programmes is intentionally demanding – we set high standards in everything – but it is also enjoyable and stimulating. We keep our recruitment procedures under constant review to ensure that they are meritocratic but also that there are no elements that stand in the way of the recruitment of candidates from a wide range of universities and backgrounds.

We want to recruit the best candidates regardless of their background or where they were educated. The majority of our assessment processes for both our vacation schemes and training contracts are scored CV blind. We also use a contextual recruitment tool to understand each applicant's achievements in the context in which they have been gained. We understand that not every candidate's achievements look the same on paper – and we want to recruit the best people, from every background. This helps to promote meritocracy and diversity in our candidate selection process.

CONTACT

Call us

+ 44 (0)20 7831 9222

Email us

gradrec@macfarlanes.com

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MACFARLANES

MACFARLANES LLP
20 CURSITOR STREET LONDON EC4A 1LT

T: +44 (0)20 7831 9222 F: +44 (0)20 7831 9607 DX 138 Chancery Lane www.macfarlanes.com

Macfarlanes LLP is a limited liability partnership registered in England with number OC334406. Its registered office and principal place of business are at 20 Cursitor Street, London EC4A 1LT. The firm is not authorised under the Financial Services and Markets Act 2000, but is able in certain circumstances to offer a limited range of investment services to clients because it is authorised and regulated by the Solicitors Regulation Authority. It can provide these investment services if they are an incidental part of the professional services it has been engaged to provide. © Macfarlanes 2016 (0916)