

MACFARLANES

MEANINGFULLY
DIFFERENT



macfarlanes.com/careers

Contents

Welcome	3
About us	4
Our expertise	6
Why Macfarlanes	9
Our client work	10
Meet a solicitor	12
Inclusion and corporate social responsibility	14
Who we're looking for	19
Experience Macfarlanes	20
Supporting your journey	24
Meet a trainee	26
Get in touch	28

“

Many law firms say that they are different or unique. Very few are. We are.

We are unique in the following ways.

- When we recruit trainees, we are recruiting the partners of the future. Many of our partners trained with the firm. We do not recruit trainees in the expectation that they will leave. Our retention rates also prove this. We make a long term investment in our trainees and we hope that you will build your future with us.
- We want to be entrusted with clients’ most difficult and complex work, on an international basis, but we are not an international firm. We do not have offices all over the world (our main office is in London and we have a small office in Brussels). We believe that this is the best way to serve our clients but it also gives us a unique culture - we all know each other, and we all work with and for each other. Being effectively under one roof has huge advantages especially for a trainee, since you can get to know the firm, and become known by the firm, very quickly. You will feel at home here.
- We have a unique blend of practice areas. Whilst many of our practices can be found at other firms, the mix cannot. In your training programme, you can be working on major corporate transactions or commercial litigation, and then in your next seat working for private clients on their most sensitive affairs. This can be highly challenging, but also highly rewarding, and you can build a career in this firm of a type which is not capable of being replicated in any of our competitors. We offer a unique range of opportunities to all trainees.
- We undertake serious and complex work of the type which is also undertaken by leading City and US law firms, but we are smaller than all of them. We are a law firm on a human scale. This means that as a trainee you really count - your contribution makes a difference and you can stand out. Our culture is challenging yet supportive and our aim is that on qualification you will be more experienced, have enjoyed more responsibility, and will be more developed, than your peers at competitive firms.

Sebastian Prichard Jones, Senior partner

one hundred

/wʌn hʌndrəd/ people

The percentage of trainees who stayed with us on qualification in 2019

About us

FOUNDED
1875
(we've never merged)



90
PARTNERS*



270
SOLICITORS*



62
TRAINEES*



THE NUMBER OF
TRAINEES WE
RECRUIT A YEAR

£44,000*
FIRST-YEAR
SALARY

£49,000*
SECOND-YEAR
SALARY

£80,000*
QUALIFICATION
SALARY

As well as contractual benefits – life assurance, pension and private medical insurance – we offer:



**Bike to Work
scheme**



**Subsidised
restaurant and
coffee shop**



**Season ticket
loan**



Culture club



Community day



Give As You Earn



Music lessons



**Corporate gym
membership**



**Discounted
dining cards**



**Fitness
allowance**



Language lessons



Staff networks

Our expertise

- Commercial, brands, IP and IT
- Competition/antitrust
- Construction and engineering
- Corporate and M&A
- Derivatives and trading
- Employment
- Finance
- Financial services regulation
- Incentives and remuneration
- Insurance
- Investment management
- Litigation and dispute resolution
- Pensions and pensions de-risking
- Private client
- Private equity
- Real estate
- Restructuring and insolvency
- Tax and reward

A few of our clients



DERWENT
LONDON



OmnicomGroup

極度乾燥(しなさい)
Superdry.



“

We have worked closely with Macfarlanes since day one, when they incorporated the company. Since then, they have supported us through our growth and our fundraising rounds. We particularly value their ability to move quickly and their creativity in finding solutions to some of the more unusual situations that we have faced along the way.

*Improbable, Patrick Timoney,
VP Business Operations*

Visit our website for news of recent matters we have been working on with our clients:

[www.macfarlanes.com/
press-releases](http://www.macfarlanes.com/press-releases)



“

Having myself been a trainee and a solicitor for a number of years at Macfarlanes, it is great to now have the opportunity to work with them from the other side as part of Virgin. The experiences and commercial exposure I had whilst training and working at Macfarlanes have certainly played a huge part in developing me as a lawyer and in shaping the role I do today.

*The Virgin Group, Robert Blok,
Group Legal Director*



partner

/ˈpɑːtnə/ people

*An expert and a leader
whose door is always open*

Isobel Morton
Partner, Private client

Why Macfarlanes?

“

As a trainee at Macfarlanes, you can expect genuine responsibility from the word go. You will work alongside partners in small, supportive teams on high quality work. Life with us means being part of a fast-paced, intellectually stimulating environment and interacting with clients from day one.

Isobel Morton, Partner, Private client

Our training is exceptional, combining hands-on experience with a **first-class technical education**. Continuous development is part of the fabric of Macfarlanes. By investing in you, we are investing in the future of our firm.

We believe that the best way for you to become a solicitor is to do the work of a solicitor from the beginning, but with the **mentoring and guidance** you need to feel confident in everything you do.

As soon as you begin your **training programme**, you will have the opportunity to make a real impact and to get ahead quickly.

We work hard, but in a **friendly and collaborative** atmosphere. Our partners are there to support and encourage you, helping you to succeed at every stage.

Our client work

“We are large enough to advise our clients on the most complex, technically challenging international matters. We are also small enough to be able to give you direct responsibility in close-knit teams - you will be working alongside partners and senior solicitors who will be more than happy to share their expertise.

Seán Lavin, Partner, Employment and co-chair of the Trainee Solicitor Committee

OUR CLIENTS INCLUDE

Private equity sponsors

We have been at the forefront of the private equity world for about 40 years – our knowledge enables us to help clients throughout the life-cycle of a fund.

Private companies

We provide technical, commercially-driven legal support for in-house teams and give their management teams expert advice.

Public companies

We work with a range of clients, from global corporates to newly-listed companies, on high-end work like cross-border public takeovers and capital raisings.

Private clients and family offices

We help international private clients plan, hold and manage their assets.

Real estate investors and developers

We work across all sectors of the real estate industry on multifaceted and high-profile investment and development projects.

Technology companies

Whether a business is a start-up at the cutting edge of AI and machine learning, or an established big data analytics company looking to IPO, we have ingrained knowledge of the issues they need to consider.

Alternative asset fund managers

We help clients with a range of challenges, including setting up new businesses, launching new products, getting finance and deploying capital.

Banks and alternative lenders

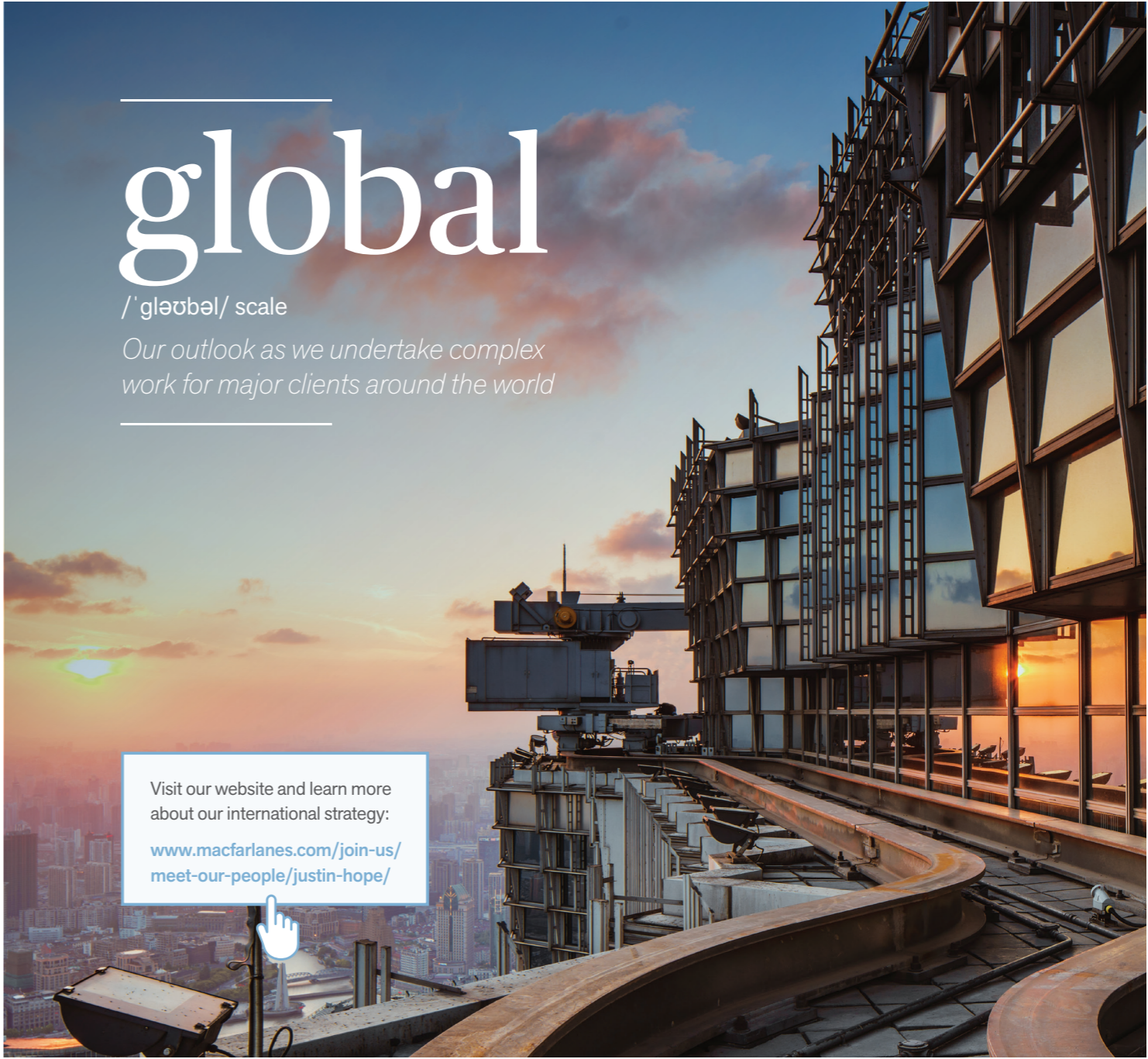
We provide expertise to banks and credit funds looking to raise, leverage and deploy capital. We help clients to protect their investments and recover their capital.

Executives and business leaders

Business leaders seek our advice on a wide range of demanding matters – we help them navigate regulatory, legal risk and reputational issues.

Institutional asset managers

We provide advice and support on everything from day-to-day operations through to special projects such as launching a new product or carrying out M&A transactions.



A close-up portrait of a young man with wavy brown hair and blue eyes, smiling slightly. He is wearing a dark suit jacket over a light-colored shirt.

Alex

/ 'æləks / people

*2014 trainee who became a
solicitor in our litigation group*

Alex Evans,
Solicitor, Litigation and
dispute resolution

The biggest surprise? The level of responsibility early on. As a trainee in the corporate and M&A group, I assisted on Visa Inc's €18.25bn acquisition of Visa Europe, an association owned and operated by around 3,000 European financial institutions.

A complex and absorbing deal

Many interesting legal issues were uncovered and analysed. As the coordinator of the due diligence report, I was in constant communication not just with more senior members of the corporate and M&A group, but also with the other side's M&A group, partners and associates in other practice areas across Macfarlanes, overseas counsel and the client.

What sets Macfarlanes apart?

I continue to be surprised by the responsibility and autonomy I have. As a newly qualified solicitor, I acted as sole associate for the majority of a €60m cartel damages case, which we saw right up to trial.

Macfarlanes offers unique access to a combination of the best corporate work and the best private client work. The firm has a very clear focus on the maintenance of quality above everything else – hence the unwillingness to grow too big.

“

Feedback is embedded into the culture here. Partners and associates go out of their way to ensure that I know how constantly to improve.

Alex Evans, Solicitor, Litigation and dispute resolution

Inclusion and corporate social responsibility

/ɪnˈkluːʒ(ə)n/ ænd /sɪː/es/ɑː(r)/ people

Inclusion

Macfarlanes is committed to fostering inclusion across the firm by recruiting, retaining and promoting fairly and ensuring that everyone has the same chance to develop and advance. We are currently championing an **inclusion programme** with bespoke action plans for each practice area, which we hope will have a lasting legacy.

We also have four inclusive **staff networks**: **REACH** (race, ethnicity and cultural heritage); **Pride**, for LGBT+ staff and allies; **EnABLE**, for those who have direct experience of, or who support others with, long-term health conditions; and **Balance**, for all staff trying to manage careers and home lives. They all enable discussion, networking, support and the sharing of useful or illuminating information.

Corporate social responsibility

Our corporate social responsibility (CSR) falls into four main categories:



Access to justice



Supporting opportunity



Charity partnerships



Sustainable business

We have a number of initiatives – these include fundraising for our Charity of the Year, a Community Day where all members of the team can volunteer for a neighbourhood project, and a pro bono legal clinic run in partnership with the St Hilda's East Community Centre in Tower Hamlets. This reflects our commitment to giving back and closing the 'justice gap'.

“

As well as spring-cleaning the foodbank, we were able to spend time with 10 other people from across several practice areas as we all mucked in together.

Community Day participant

“

The two solicitors who handled my case were lovely. They listened and helped alleviate my anxiety.

Pro bono clinic client

Visit our website to find out more about our inclusion initiatives:

www.macfarlanes.com/who-we-are/inclusion-and-community/inclusion



Jat Bains, recipient of the Investing in Ethnicity Workplace Hero award. Jat was recognised as a dedicated member of the firm’s Diversity Committee, co-chair of the Trainee Solicitor Committee and a partner champion of the staff REACH network. Macfarlanes was also named as a top 10 outstanding employer for investing in ethnicity.

Partnerships

As part of our commitment to diversity and to enable us to attract and retain people from all sorts of backgrounds, we have partnered with a number of programmes. Macfarlanes is also a founding signatory of Rare's Race Fairness Commitment.







difference

/ˈdɪfrəns/ culture

One of the things we value most in our trainees

At Macfarlanes, we don't have any preconceptions about who you are or where you're from. In fact, we were one of the first law firms to introduce application-blind assessments. We want people who are academically strong, with determination and drive. However, we aren't looking for any particular educational background. For us, it's your potential that really counts. We'll always value you for who you are, for the skills you can add to our team and for all the qualities that make you, you.

Who we're looking for

We don't have any A-level requirements, but we do expect you to have a 2:1 degree or above – that could be in law or in another subject. Extenuating circumstances that may have affected your academic achievements are always taken into account and can be listed on our online application form. Please give as much detail as you feel comfortable sharing with us or, if you need further advice, please get in touch with our graduate recruitment team who will be happy to discuss this with you.

There are certain personal qualities we look for too:



Leadership

right from the outset you can expect to deal with clients, support important matters and be a representative of the firm



Resilience and motivation

you'll be given plenty of autonomy and be expected to handle a range of challenges



The ability to critically analyse and solve problems

these skills are at the heart of becoming a successful lawyer



A commercial mindset and entrepreneurial spirit

our clients are very varied, but they do all tend to be commercial in their approach



Excellent communication and team working skills

we're a very collaborative firm



Ideas and opinions

at Macfarlanes we believe that we can all learn from each other. We think of everyone here as a teacher, whether you are a trainee or one of our partners

Experience Macfarlanes

We believe that who you are is more important than what's on your application. That's why there are countless opportunities to meet us and experience life at Macfarlanes before you apply for the training programme.

EVENTS

Our trainees, partners and graduate recruitment team attend a number of university events so that you can meet and chat to us. We also run practice area open days enabling you to speak directly to lawyers about the work they do. Meanwhile, our in-house events give you the chance to meet our senior partner.

Visit our events page where we shall be regularly updating you with upcoming events:

www.macfarlanes.com/join-us/trainee-solicitors/events/





FIRST YEAR INSIGHT SCHEME

If you're in the first year of your undergraduate degree or the second year of a four-year undergraduate degree (in any subject), this is an opportunity to get a sense of what life is like at Macfarlanes. It includes:

- *A negotiation exercise*
- *Speed networking*
- *Lunch with trainees, solicitors and partners*
- *An application skills workshop*
- *Work-shadowing a trainee – you will get to see the real work that goes on here*

We'll advise you on how to make good applications and, because the scheme is all about helping you decide if a career in law would be right for you, we recommend that you come armed with plenty of questions. To join this scheme, you will need to make an online application and if it's successful, we will invite you to a telephone interview.

 **Applications open:** 1 October 2020
 **Deadline:** End of February 2021



VACATION SCHEMES

If you're in at least the penultimate year of your degree (in any subject), the opportunity to experience Macfarlanes begins with our vacation scheme assessment days. If your online application is successful, you will be invited to an assessment day for the scheme. On the day, you will complete a group negotiation exercise, a written exercise, an in-tray exercise and an application-blind interview. In the afternoon, you will spend time work shadowing one of our trainees.

As a vacation scheme participant, you will gain an insight into life as a trainee over the course of two weeks. We'll make sure you get the hands-on experiences you need to build your understanding of what we do and how we do it. That could involve drafting documents, carrying out live research, going to client briefings or meeting counsel alongside a partner, solicitor or trainee.

The two weeks will be split across two different practice areas to maximise your exposure, and you will work on a mock transaction during that time too.



There's also a social element to the scheme so you will have plenty of opportunities to network and to ask the kind of questions that will help you decide if your future lies with us. In the second week of the vacation scheme you will have the opportunity to be assessed for the training programme.

 **Applications open:** 1 October 2020
 **Deadline:** 31 January 2021

TRAINING PROGRAMME

You will need to be in the penultimate year of a law degree, in the final year of a non-law degree, or have graduated. If you'd like to apply for a training programme with us, you will need to make an online application. If you're successful, we will invite you to an assessment day where you will undertake a group presentation, written and in-tray exercises along with an application interview. You will also have the opportunity to network with our trainees so you can find out more about life at the firm.

Towards the end of your training programme, you will apply for a role as a qualified solicitor in one of our practice areas.

 **Applications open:** 1 October 2020
 **Deadline:** 31 July 2021

Visit our Instagram page to find out more details of our virtual events:

www.instagram.com/macfarlanesgrad/



Knowledge

/ˈnɒlɪdʒ/success

One of the most powerful things we share at Macfarlanes



Now you know about the opportunities on offer, we want to share our knowledge about the application process. Read about the steps involved below and take a look at our FAQs, so you can be in the know when you apply.



MAKING YOUR APPLICATION

Applications for all our programmes should be made online. We review applications on a rolling basis so the sooner you apply, the sooner we can process your application.



SPONSORSHIP

You will undertake a period of further study at BPP University before beginning the training programme with us. These tailored further study programmes will be funded by the firm.



A FAIR RECRUITMENT PROCESS

The majority of our assessment processes for both our vacation schemes and training programme places are scored **application-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 are a firm that believes passionately in enabling people to achieve their full potential.



FAQs

Still have some questions about the application process?

Take a look at the dedicated FAQs page on our website:

www.macfarlanes.com/join-us/trainee-solicitors/faqs/



If you need any support with your application, just let us know by calling us on + 44 (0)20 7831 9222 or emailing us at gradrec@macfarlanes.com

Supporting your journey

We offer a bespoke programme that begins with our tailored further study programmes at BPP University (we will cover the cost of your course). That is followed by our training programme offering high-quality projects alongside excellent mentoring and regular feedback.



OUR TRAINING PROCESS

We'll make sure you have the perfect blend of hands-on experience and ongoing learning opportunities. You will spend time in four different practice areas. You will have the opportunity to submit your seat preferences and we will do our best to ensure you get to work in the practice areas that most interest you. In each practice area, you can expect to share a room with a partner or senior solicitor who will support you every step of the way. You will also follow an intensive schedule of seminars and lectures presented by partners or senior solicitors.



GRADUATE RECRUITMENT AND TRAINEE DEVELOPMENT TEAM

The team are on-hand to support you from application to qualification by facilitating your professional skills development and supporting you pastorally throughout your training programme.



FEEDBACK AND MENTORING

We'll give you feedback in both mid-seat and end-of-seat reviews to help you gauge your progress. You will be allocated a partner mentor who is personally responsible for you for the duration of your training programme. As well as that, all our trainees are divided into small 'constituency' groups to give you direct and regular access to your own Trainee Solicitor Committee partner. If you need any reasonable adjustments, we will support you with that too.



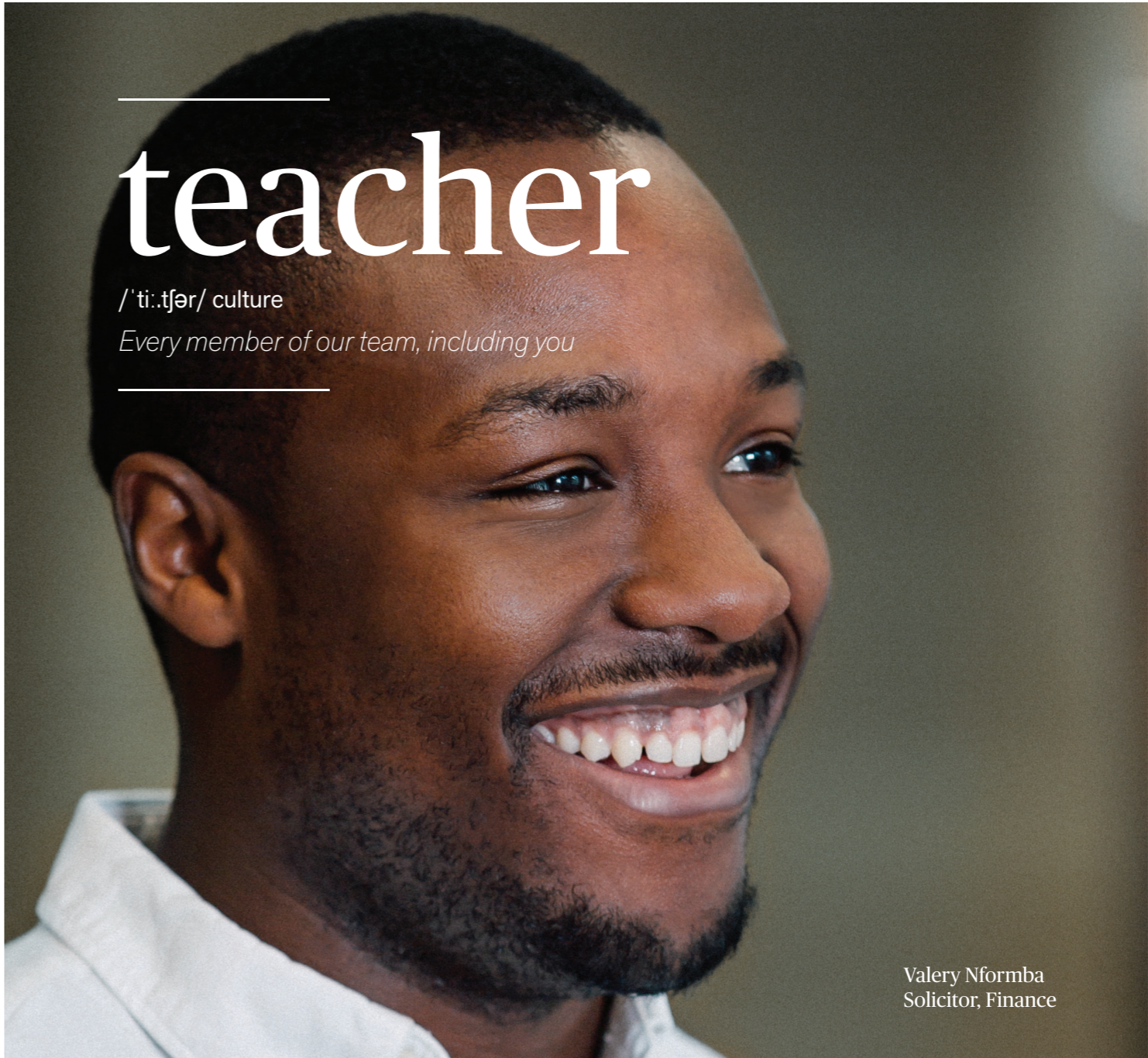
TRAINEE SURVEY

We invite our trainees to take part in an anonymous survey each year so that we can gather feedback and then improve our systems and processes.

teacher

/ 'tiː.tʃər / culture

Every member of our team, including you



Valery Nformba
Solicitor, Finance

A close-up portrait of Nisha Majumdar, a young woman with long, wavy brown hair, smiling and looking slightly to the right. The background is a soft, out-of-focus green.

Nisha

/ni:ʃə/ people

*London School of Economics Law Graduate
and trainee (March 2020)*

Nisha Majumdar,
Trainee solicitor

Joining a law firm with a smaller trainee intake was essential for me as I am keen to have a lot of exposure and responsibility from the start. I also wanted to be somewhere where teamwork was central, and Macfarlanes has a very collegial culture.

A meaningful vacation scheme

I first experienced Macfarlanes on the vacation scheme and I thoroughly enjoyed my two weeks. I sat with a trainee in competition in the first week, giving me time to talk more informally about training at the firm. The second week involved sitting with a partner in financial services, which was invaluable and I learned a huge amount. The social element of the vacation scheme was excellent too.

Further studies at BPP University

Not only are the courses at BPP tailored to Macfarlanes, the fact that you study alongside other trainees in your cohort means you can develop friendships before you become colleagues at the firm. The modules are interesting – especially as they're often directly relevant to the clients you will be working with at the firm.

“

On the vacation scheme, I saw first-hand how collaborative and inclusive the Macfarlanes culture is. I could see myself building a future here.

Nisha Majumdar, Trainee solicitor

MACFARLANES

MEANINGFULLY DIFFERENT



Call us **+44 (0)20 7831 9222**



Email us **gradrec@macfarlanes.com**



Follow us on Twitter **@MacfarlanesGrad**



Find us on Facebook **MacfarlanesGrad**



Follow us on Instagram **@Macfarlanesgrad**

macfarlanes.com/careers