

Role description

Legal PA
Cambridge

The opportunity for you

Executive summary

The Legal PA role provides comprehensive support to fee earners, ensuring smooth operations through effective client/matter management, document management, diary coordination, business development, finance support, and general assistance. The successful candidate will exhibit strong organisational skills, effective communication, and a proactive approach.

Key responsibilities

Client/Matter Management:

- Full ownership of client and matter data ensuring accuracy and completeness.
- Handle matter opening processes including drafting engagement letters, instructions, and assisting with due diligence.
- Maintain strong client relationships and communication.

Document Management:

- Creation and amendments of legal documents.
- Proofread all documentation focusing on legal terminology and accuracy.
- Create bundles and e-Bibles; assist with trial preparation.

Diary Management:

- Proactively manage inbox by e-filing to DMS, flagging important/urgent emails, and drafting basic responses.
- Organise client engagements such as lunches, meetings, and events.
- Liaise with the travel desk to compile detailed itineraries, plan contingencies, and monitor firm-wide travel to connect people.

Job title

Legal PA

Recruiting manager

Jo Morris

Department

Legal Support

Working hours

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

Location

Cambridge

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Key responsibilities

Business Development:

- Maintain accurate client data on OnePlace.
- Be aware of client growth plans.
- Conduct research and provide support for pitches.
- Manage client marketing and event invitation lists.
- Refine fee-earner CVs and profiles as instructed.
- Take minutes for BD meetings.

Finance Support:

- Complete expense forms ensuring expenses are offset against the correct budget code.
- Manage billing processes including pre-bill and final bill preparation.
- Check narratives thoroughly for accuracy/completeness.
- Process disbursements efficiently.
- Prepare internal transfer forms for client money transfers.
- Ensure ledgers are clear at the end of each client matter.

General Fee Earner Assistance:

- Provide comprehensive support in various administrative tasks to assist fee earners effectively.

Knowledge, skills & experience

- Strong organisational skills with attention to detail.
- Excellent communication skills both written and oral.
- Ability to work independently while managing multiple tasks effectively under pressure.
- Reliable with a strong sense of responsibility towards assigned tasks.
- Proactive approach towards identifying issues/problems before they arise.

About us

Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

Our UK sector focus



Technology, Media
& Communications



Private Wealth



Real Estate,
Infrastructure & Energy



Life Sciences
& Healthcare

Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets
- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions & Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation
- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1250+ lawyers | **350+ partners** | **26 offices** | **16 jurisdictions**

About us

The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our [Always Learning Brochure](#). This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

About us

Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

Key benefits

- 25 days' annual leave
- Life assurance
- Group personal pension – salary sacrifice
- Income protection
- In-house and digital GP services

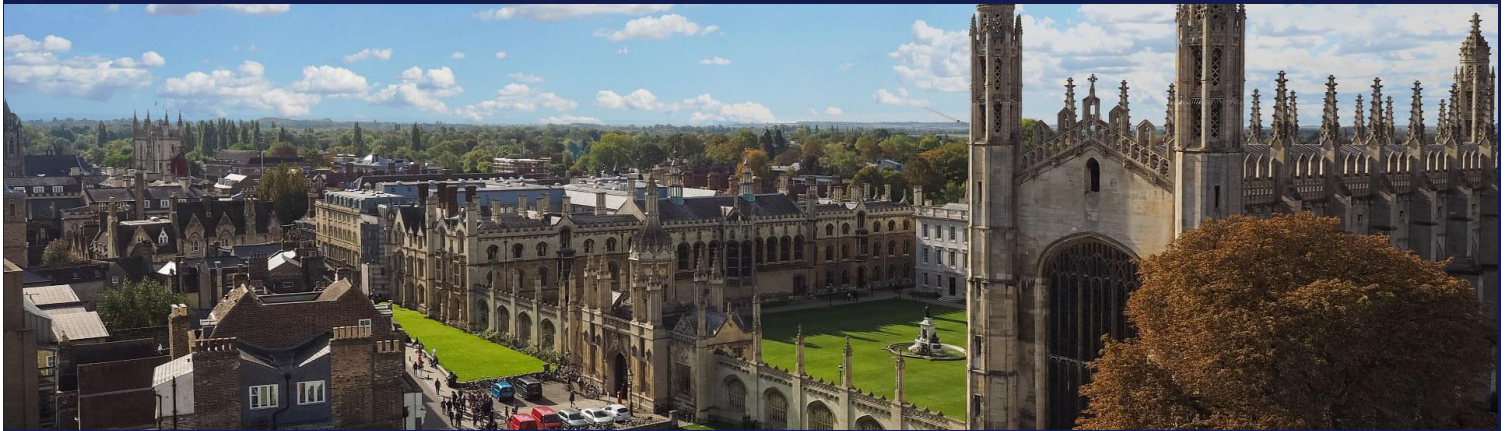
Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

Lifestyle benefits

- Enhanced family leave – after one year qualifying service, you are entitled to up to 26 weeks leave full pay if you or your partner give birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine – our subsidised restaurant and coffee bar (London only)

Taylor Wessing in Cambridge



Operating in the heart of Cambridge for over 20 years, we offer a full-service legal solution for clients ranging from IP-rich start-ups to technology and life sciences companies that are rapidly scaling up.

Alongside our work for these companies, we advise local, national and international investors seeking to secure investments in Europe's largest technology and life sciences innovation hub.

Why Cambridge?

Cambridge is Europe's largest technology and life sciences cluster. IP-rich start-ups and large multinationals including Amazon, Apple, Microsoft and AstraZeneca have established a presence in the city to access its leading innovation capabilities and talent pipeline.

Over 25,000 companies are based in Cambridge, where they're hard at work developing the future of deep tech, biotech and pharmaceuticals.

Our Cambridge team

We were one of the first international law firms to establish a presence in Cambridge over 20 years ago. Since then, our Cambridge office has built a reputation as one of the leading firms in the region for life sciences, patents and corporate work and is ranked in the top tier across multiple practice areas by The Legal 500.

We renewed our commitment to supporting our Cambridge clients in 2023 when we opened a new permanent office space in Cambridge's prestigious business area on Station Road.

Today, our team in Cambridge have an exciting remit advising clients that are developing cutting-edge technology in the region and beyond. Clients benefit from our on-the-ground specialists and local knowledge, as well as our ability to call on our teams in London and across our international network to solve their business challenges.

Our values

What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, [click here](#).

Excellence

Creative

Responsible

Team

Integrity

Respect

Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives [online](#).

Read our latest impact report by clicking the link below.



Our Responsible Business
Impact Report 2024

Read the report

Diversity & Inclusion

Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2024–2025 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

Inclusive Recruitment Charter

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by [clicking here](#)

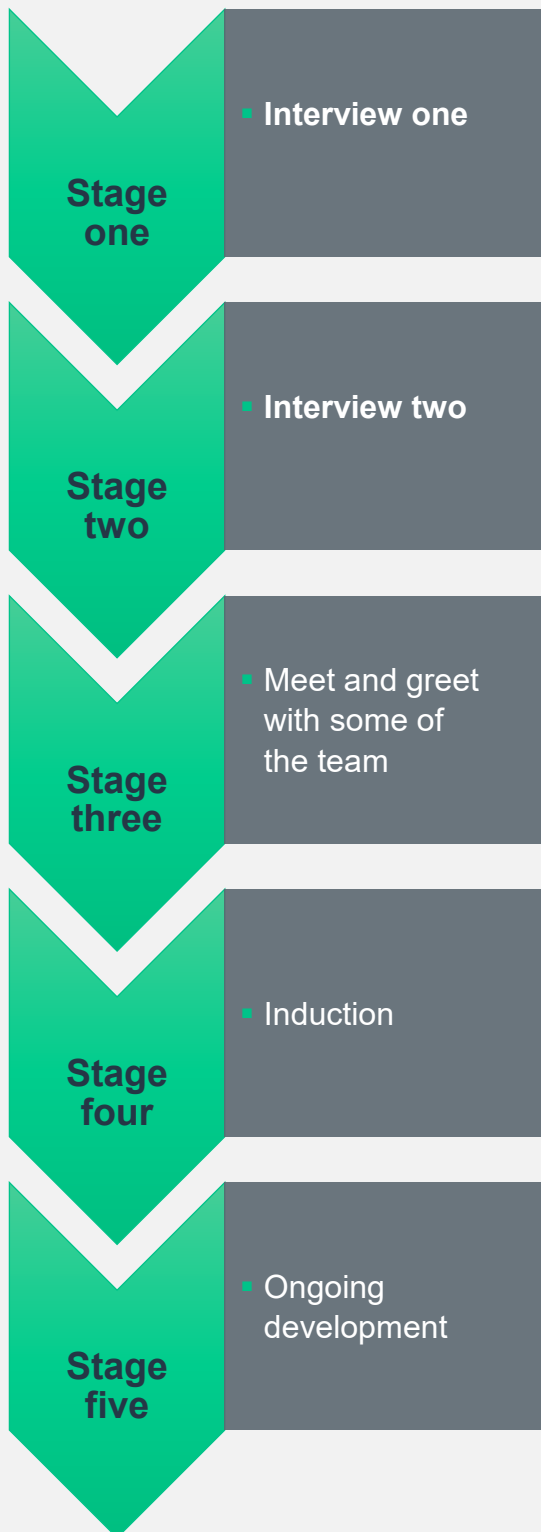
Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

Our current networks include:

- Arts Society
- Balance in Business - our gender balance network
- Cultural Diversity network
- equaliTW - our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

Your recruitment journey



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We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions. If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process this will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

2700+ people
1250+ lawyers
350+ partners
26 offices
16 jurisdictions

Argentina*	Buenos Aires	Ireland	Dublin
Austria	Vienna	Italy**	Milan Rome
Belgium	Brussels	Mexico*	Mexico City
Brazil*	Belo Horizonte Brasilia Rio de Janeiro São Paulo	Netherlands	Amsterdam Eindhoven
Chile*	Santiago de Chile	Nicaragua*	Managua
China	Beijing Shanghai	Panama*	Panama City
Colombia*	Bogotá Bogotá, main office	Peru*	Lima
Costa Rica*	Guanacaste San José	Poland	Warsaw
Czech Republic	Brno Prague	Portugal*	Braga Lisbon Porto
Dominican Republic*	Santo Domingo	Puerto Rico*	San Juan
Ecuador*	Cuenca Guayaquil Manta Quito	Slovakia	Bratislava
El Salvador*	San Salvador	South Korea**	Seoul
France	Paris	Spain*	Barcelona Canary Islands Madrid Pamplona Seville Valencia Vitoria Zaragoza
Germany	Berlin Düsseldorf Frankfurt Hamburg Munich	UAE	Dubai
Guatemala*	Guatemala	Ukraine	Kyiv
Honduras*	San Pedro Sula Tegucigalpa	United Kingdom	Cambridge Liverpool London
Hungary	Budapest	Uruguay*	Montevideo
		USA	New York San Francisco

Powered by our strategic alliances: with: *ECIJA and **Orsingher Ortu. ***In association with D&A LLC

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www.taylorwessing.com

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