**Legal Counsel Job description**

**Job brief**

To assist the Chief Legal Officer in ensuring that effective legal support is provided to commercial teams to propose and implement improvements to current legal processes and to assist the Chief Legal Officer where needed

**Responsibilities**

• Assist legal in drafting and reviewing M&A transactional documents, including purchase agreements, disclosure schedules, letters of intent and non-disclosure agreements, with the goal of taking over these matters from legal.

• Review and monitor ownership step plans and ensure that from a legal perspective all necessary pre- and post- close steps are taken.

• Work with human resources and outside counsel to respond to employee claims; track overall trends and help implement best practices to avoid future disputes.

• Coordinate with Corporate IT on compliance, risk management and submit summaries of activities to legal for review. Identify trends and assist with best practice implementation.

• Assist Perseus general managers with customer contracts and business association agreements.

• Be a point of contact General Data Protection Regulation (GDPR) compliance queries and track continuing compliance with the standard.

• Maintain the formal signing authority and contract approval process for all directors, officers and general managers.

• Be the lead point of contact in responding to subpoenas, claims and other corporate matters.

• Review and maintain corporate records and legal entity registers. Ensure that all minute books, officer and director information, and entity information held by local authorities is correct.

• Provide strategic legal advice to management on all matters.

• Track Perseus trademarks and assist with any disputes. Ensure that we are making sound business decisions when deploying resources to protect IP.

• Other tasks may include public filings and disclosures, drafting resolutions, commercial contracting, and litigation management.

• Stay abreast of relevant laws and regulations for the software industry. Document and ensure that the company follows all current business process laws.

• Manage external counsel in a cost-effective manner

**Requirements**

* A practicing solicitor with PQE in pensions
* Strong trust law and pensions experience required
* Good working knowledge of Data Protection Act
* In house experience in a large commercial organisation
* A strong communicator comfortable with dealing with senior and board executives
* Good drafting skills
* Proactive with a ‘can do’ attitude
* Experience of self-invested personal pensions and small self-administered schemes pensions (highly desirable)
* Good understanding of regulatory and legal risk
* Knowledge of pensions and financial services compliance and legal risk
* Experience of working in financial services
* Litigation experience