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Please email your CV and covering letter to careers@lanternuk.com

Legal Services Executive

Leeds

WHO ARE WE

We are Lantern and we are a specialist marketing leading Consumer Credit / Debt Purchaser and Collections business. We are known for being a safe pair of hands with both our customers and partners. We have excellent customer feedback and as a result have been accredited with a number of awards including Investor in Customers. As our business grows and our customer satisfaction levels increase we are going to Gold in 2019. Our growth plans over the next 2/3 years create exciting opportunities for people with great skills, the right attitude and who share our values, to join us. Our offices are easily accessible situated on the outskirts of Leeds and 2 minutes from the Owlcotes Centre. We provide staff with free parking and there is great public transport access.

ABOUT THE LEGAL SERVICES EXECUTIVE ROLE

You will work very closely with and report directly to the Director of Legal Services. You will take up a critical role in drafting and reviewing contract portfolios both for business clients and our supply chain (new business and existing terms). Accuracy, attention to detail and a demonstrable understanding of the industry we operate in are critical skills required to succeed. Knowledge of the Consumer Credit Act 1974 and FCA conduct rules will certainly be an advantage. Your ability to work autonomously and spot the finer detail will be crucial in your day to day role.

Managing your own workload, you will bring your experience to the team and build strong relationships with external suppliers and new business clients. This is a rewarding position where you will have an important role in supporting our commitment of keeping customers at the heart of everything we do.

WHAT YOU'LL BE DOING

- Ensure all activities are conducted in conformity with all applicable laws, regulations, internal policies and procedures.
- Serve as a liaison between the business and its suppliers / client groups for procurement and contractual arrangements
- Review and fact check all legal documents such as supplier contracts, client portfolio purchase agreements and assist in the drafting of and reviewing of key legal tender documentation and procurement agreements

- Reviewing and reporting on contracts and other documentation as part of a corporate due diligence exercise
- Keep abreast of regulatory developments and industry initiatives and advise relevant stakeholders accordingly.
- Be able to work accurately to tight timescales with the ability to multi task across roles and cope with changes to your priorities
- Ensure that all commercial contracts which you have been responsible for either by draft or review have correct due diligence & contractual requirements.
- Maintain and review existing Procurement and Legal Agreements.
- Support any pricing and acquisition decisions through analysis of information available, contractual obligations and considering regulatory practices
- Provide the business with strong guidance on good practice under GDPR regulatory requirements
- Checking legal documents for quality, consistency and content
- Communicate with any relevant external authorities or bodies and prepare any legal documentation or reports or information as necessary
- Fulfil all reasonable requests given by your line manager
- Build and maintain strong working relationships across departments within the company.
- Represent the interests of the company in a professional and competent manner.

WHO WE ARE LOOKING FOR

- You will be able to demonstrate the key elements of the role above.
- You will ideally have a minimum experience of 1 year PQE in a similar role and ideally within a FCA regulated environment.
- You will have good knowledge and ability to interpret the Consumer Credit Act 1974 and knowledge of the FCA's code of conduct
- You will ideally be a member of CILex
- You will have a BA or BSC in Law or LLB
- Understanding of the Data Protection Act 2018

WHAT YOU'LL GET IN RETURN

- A really competitive salary **DOE**
- Monday to Friday 37.5 hours per week.
- Up to 10% bonus paid annually
- Up to 5% employer contribution to your pension plan
- Generous Healthcare Cash Plan (Dental, Optical, prescriptions, GP support, discounts etc.,)
- Employee Assistance Program
- Long Term Cash Incentive scheme

- 23 days holiday (Rising to 25 days with length of service) + Bank holidays
- Free on site parking
- Other benefits associated with forward thinking companies, including really great recognition schemes
- A newly refurbished office environment with modern facilities because where you work is just as important as what you do.

Interviews will be held on Tuesday, 20th August 2019.

We are a financial services regulated company and any offer of employment will be subject to satisfactory background checks (DBS Basic and Employment Credit file check).