



## **Profile for the position of Legal Officer Sheltons Accountants UK (based in London Victoria SW1)**

Sheltons Accountants – Accountants and Business Advisers to internationally operating businesses

A wonderful opportunity to grow and develop, working within a small team in modern offices in London Victoria to help with company and commercial law – with the opportunity to move to our Sydney office.

See also 'Appendix – what we offer'

### ■ **Position**

- Legal Officer – Australian qualified
- Up to GBP 50,000 package
- Reporting to the Managing Partner

### ■ **When and where**

- Commencement – ASAP
- London Victoria SW1

### ■ **Role**

- You will focus on Australian law but opportunities will arise to work with other jurisdictions
- You would support your colleagues in serving clients
- After a settling in period you would also work directly with clients and their legal and other advisers around the world
- The type of work would include (subject to applicable regulations)
  - primarily company and commercial law
  - handling transactions (establishing entities, increasing share capital, changes of shareholders, change of name, share transfers, etc)
  - drafting and reviewing contracts and other legal documents
  - registering trademarks; other intellectual property registration and issues
  - opportunity to expand into business immigration business visas
- Opportunities to progress to managerial roles within the firm - and to later work from our Sydney office
- You would gradually become involved in business development
- Great opportunity for advancement

## ■ Professional characteristics

### *Essential*

- have the right to work in the UK and in Australia
- are currently (or have been) a lawyer / solicitor with an Australian law firm, in Australia
- are an Australian qualified lawyer
- have at least four years' recent experience with an Australian law firm - or at least two with an Australian firm in recent years and three with a UK firm
- have experience with most of the types of work listed under 'Role'
- have excellent IT skills
- are able to command the respect of clients (especially Western European) with your knowledge of Australia generally, including business knowledge

### *An advantage if*

- speak another major language
- have some knowledge of Australian or UK business and working visa laws

## ■ Personal characteristics

- You are ambitious, self-motivated, energetic
- You enjoy travel and have no problems travelling abroad
- You are social, team-minded and outgoing

## ■ What we offer

- Initial training in Copenhagen (approximately one week)
- Genuine opportunities for rapid advancement – and expansion of your areas of expertise
- An exciting position with a small, dynamic, internationally-orientated firm
- An opportunity to develop your skills and your network
- A very international environment
- Some overseas travel and substantial interaction with colleagues in offices abroad
- The opportunity – but not the obligation - to transfer to our Sydney office in due course

## ■ About Sheltons

- We have offices in Sydney, Copenhagen (since 1995), Malta and now London – and soon other countries
- You would be working mainly with clients of Sheltons Accountants Australia (Sheltons Australia) and to some extent clients of Sheltons Accountants in the UK and other offices
- Sheltons Australia, part of Sheltons Group, works exclusively with foreign businesses coming into Australia, mostly from the US and Western European countries
- Sheltons UK will soon commence assisting UK-based businesses investing abroad – including in Australia
- Sheltons Australia will soon commence assisting UK-based businesses investing abroad – including in the UK
- All clients of Sheltons are internationally operating
- We cover a wide range of areas for our niche target group
- Sheltons is an accounting and business advisory firm but is very strong in the area of international tax consulting; we also run courses around the world on international tax for tax advisers and in-house tax staff of MNCs
- Sheltons Group is completely independent - with no formal links to any network of accounting, legal or other firms
- Sheltons UK is located in modern, stylish, recently renovated offices in the Victoria (SW1) area of London
- Sheltons Australia is located in modern offices in the Sydney CBD

**Contact and applications**

If this role sounds like you, please submit your cover letter and CV to:

Mr Ned Shelton at [N.Shelton@SheltonsGroup.com](mailto:N.Shelton@SheltonsGroup.com)

Detailed CVs and are very welcome; we also like to hear about your interests and hobbies and your non-work achievements.

**Our London location**





## **What we offer a candidate for the position of Legal Officer at Sheltons Accountants (London, United Kingdom)**

- Close interaction with our clients from many countries
  - Sheltons Accountants UK work exclusively with foreign businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from Australia, North America (especially the US) and Western Europe
  - All our clients plan to or are already doing business in or with the United Kingdom and range from those with substantial operating subsidiaries in the UK to those merely exporting or with just a single employee in the UK
  - Our clients operate in a wide range of business sectors, including retail, construction, financial services, real-estate and IT, just to mention some
  
- Variety of work
  - You will focus on Australian law but opportunities will arise to work with other jurisdictions
  - You would support your colleagues in serving clients
  - After a settling in period you would also work directly with clients and their legal and other advisers around the world
  - The type of work would include (subject to applicable regulations)
    - primarily company and commercial law
    - handling transactions (establishing entities, increasing share capital, changes of shareholders, change of name, share transfers, etc)
    - drafting and reviewing contracts and other legal documents
    - registering trademarks; other intellectual property registration and issues
    - opportunity to expand into business immigration business visas
  - Opportunities to progress to managerial roles within the firm - and to later work from our Sydney office
  - You would gradually become involved in business development
  
- Clear opportunities for rapid advancement
  - Sheltons is a growing firm, with new clients and enquiries coming in every day
  - We plan to open offices in several larger countries in the near future
  - You would have the opportunity to grow rapidly with the firm
  - You would have the opportunity to relocate back to Australia and work in our Sydney office
  
- An opportunity to significantly develop – and to develop many skills

- Accountants & Advisers to internationally operating businesses
- Local & International Tax Advisers
- International Tax Training (Sheltons-SITTI)
- International Expat Relocation

- You would not only be able to cultivate your current skills but we would assist you in developing new skills
  - We would actively assist in your development and growth – not only with your technical skills (law, tax, etc) but with your managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
  - We conduct international tax training courses all over the world, some of which you would be able to attend in due course
  - We are very strong in international tax and if interested we can assist you in developing knowledge in this area
- A very international environment including some international travel
    - You would work on internationally operating clients, with extensive contact with the client’s head office abroad and with the client’s foreign advisers
    - You would regularly work with your colleagues in our other offices
    - With offices in Australia, Copenhagen, Malta, and new offices to come, there is the opportunity in due course to work at these offices for periods of time as well as to visit clients from around the world
    - We expect to open at least 3-4 new offices in other countries in the next 2-3 years
- Close interaction with colleagues in offices abroad
    - Sheltons is a small but growing firm with a very professional but friendly working environment
    - We all work as a team and assist our colleagues when required on a daily basis
    - Not only does the local office work as a team but the group works as a team and when required people from one office assist other offices in other countries.
- A work location in modern offices in a central location
    - Central. Our London office is located close to central London – next to St James Park, Buckingham Palace and Westminster, as well as a close walk to Victoria Station with access to over ground train services.
    - Modern. The London offices are newly established, in April 2017, and have modern facilities.
    - Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
    - Lunch. Each Friday Sheltons cover lunch for all employees, the idea being out of the office and eating together.