



## **Profile for the position of Australian Lawyer Sheltons Group Legal (based in London SW1)**

Sheltons Group Legal, a law firm registered in New South Wales, Australia, operating from London, United Kingdom. A member of Sheltons Group.

Opportunity to continue your career with us in our Sydney office

### ■ Position

- Australian Lawyer
- Up to GBP 55,000 total package
- Reporting to Courtney Gleeson, Principal Lawyer of Sheltons Group Legal and Ned Shelton, Director of Sheltons Group Legal

### ■ When and where

- Commencement – February 2023 or ASAP thereafter
- London SW1 (near London Victoria)

### ■ Role

- The following outlines the elements of the role as regards the provision of legal assistance directly to the client and to senior supervising lawyers.
  - Providing a wide range of support and legal advice on Australian law to UK/Western European-based businesses with Australian operations, or directly to their Australian entities
  - Drafting a range of commercial agreements (such as lease agreements, distribution agreements, cost-plus agreements and so on) governed by the law of the Commonwealth of Australia or of one of the States of Australia
  - Drafting documents relating to Australian employment law, ranging from drafting employment agreements to advice on redundancies, termination, employee rights, employer's legal obligations and the like
  - Forming Australian companies, Australian company secretarial work, amending articles of association (constitution), acting as support to senior lawyers with share capital increases and share transfers, appointing and terminating directors and other related issues
  - Assisting registering Australian trademarks
  - Advice on and assisting with obtaining Australian domain names ('.com.au')
  - Participating in virtual and face-to-face meetings with senior executives and their advisers where your role would be to provide support directly to the client

A member of Sheltons Group:

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

- The following outlines the elements of the role other than the provision of the legal assistance directly to the client.
  - Initiating and participating in marketing webinars and seminars throughout the UK and Western Europe
  - Generally supporting your colleagues in serving clients
  - Some involvement in internal Sheltons Group matters, as pertains to our Australian office

#### ■ Professional characteristics

##### ■ It is essential that you

- hold a law degree from an Australian university or equivalent
- are admitted to practice in Australia
- hold, or have the ability to immediately apply for, a current Practising Certificate in the State of New South Wales
- have experience in an Australian law firm of at least 3 years post admission
- have the right to work in the UK for at least 1-2 years
- have an unlimited right to work in Australia
- have experience with all or almost all of the types of work listed under 'Role'
- have excellent IT skills
- have experience in administrative matters such as invoicing, recordkeeping, matter management and regulatory compliance (with direction from supervisors)
- are able to command the respect of clients (especially UK and other Western European based clients) with your knowledge of Australia generally, including in the areas of business, economics and politics

##### ■ An advantage if:

- you speak another major language
- you have lived in a third country

#### ■ Personal characteristics

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

#### ■ About Sheltons Group Legal

- Sheltons Group Legal is an Australian law practice, incorporated in the State of New South Wales but operating mainly from London
- Sheltons Group Legal forms part of Sheltons Group, an internationally operating accounting and business advisory firm
- Sheltons Group has offices in Sydney, Copenhagen (since 1995), Malta, London, Italy, and Singapore
- You would be working mainly with clients of Sheltons Group Legal, and occasionally for clients of Sheltons Accountants Australia (Sheltons Australia)
- We work exclusively with foreign businesses coming into Australia, mostly from Western countries
- All clients of Sheltons Group Legal are internationally operating
- We cover a wide range of areas for our niche target group

A member of Sheltons Group:

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

- Sheltons Group is a proud member of ETL Global
- Sheltons UK (where you will be based) is located in modern, stylish, new build offices in the Victoria (SW1) area of London
- Sheltons Accountants Australia is located in modern offices in the Sydney CBD
- See [www.SheltonsGroup.com](http://www.SheltonsGroup.com) for further information

■ What we offer

- Potential opportunity to be sponsored to remain in the UK to work with Sheltons Group Legal should this become necessary
- 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
- Generous attitude towards taking leave without pay

### **Contact and applications**

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

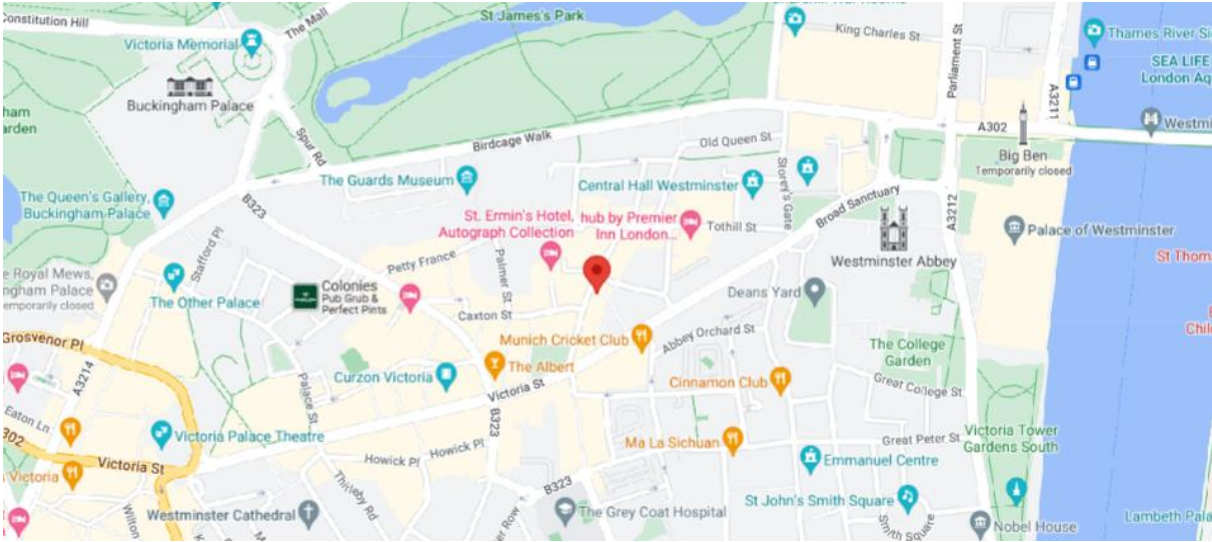
Ms Courtney Gleeson at [C.Gleeson@SheltonsGroup.com](mailto:C.Gleeson@SheltonsGroup.com)  
 LLB (Hons), B.Psy, GradDip LP  
 Principal Lawyer (Australian Qualified)

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

A member of Sheltons Group:

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

# Our London location



A member of Sheltons Group:

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

## **What we offer the candidate for the position of Australian Lawyer Sheltons Group Legal (London, United Kingdom)**

- Interaction with people and businesses from many countries
  - Sheltons Group Legal works exclusively with foreign businesses
  - These are SMEs (and sometimes larger) from many countries, in particular from North America (especially the US) and Western Europe, investing in Australia
  - All our clients plan to do or are already doing business in or with Australia and range from those with substantial operating subsidiaries in Australia to those merely exporting or with just a single employee in Australia
  - Our clients operate in a wide range of business sectors
  - You will also liaise with existing colleagues in various countries – and be involved in setting up offices in other countries
- Variety of work – and choices
  - To begin with, you will be exposed to a substantial variety of work
  - You will interact with colleagues, suppliers and others based in several countries
  - Sheltons Group Legal is a growing firm, with new clients and enquiries coming in every day
  - You would have the opportunity to grow rapidly with the firm
- An opportunity to significantly develop – and to develop many skills
  - 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 – with your work management, managerial skills, IT skills, etc
  - We are always very keen to assist our colleagues with external training
- A very international environment including some international travel
  - You would regularly work with your colleagues in our other offices
  - Not only does the local office work as a team, but the group works as a team and people from one office assist other offices in other countries
- A position in a friendly team
  - Sheltons Group Legal is a small but growing firm with a very professional but friendly working environment. We also work alongside our Sheltons Accountants UK colleagues in the London office which allows for a greater deal of interaction with other Sheltons Group colleagues
  - You would join a well-functioning and pleasant team of colleagues - and you would be expected to make every effort to maintain that status
- A work location in modern offices in a central location (SW1)

A member of Sheltons Group:

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

- Central. Our London office is located in SW1, in central London – next to St James’s Park, Buckingham Palace and Westminster, as well as a close walk to St James’s Park Station and Victoria Station with access to over ground train services.
- Modern. The London offices are newly established (the build is only being completed in February 2023) and have modern facilities.
- Comfortable. We offer a very comfortable and ergonomically thoughtful working environment.
- Lunch. Each Friday Sheltons covers lunch for all employees, the idea being to eat together outside the office.

A member of Sheltons Group:

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

Page 6 of 6