

MACFARLANES

MEANINGFULLY
DIFFERENT



macfarlanes.com/careers

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welcome

/ˈwelkəm/ culture

How we want you to feel as part of our firm

Join Macfarlanes and you won't be just another trainee. You will have the chance to build your career here. You will be a key part of a close-knit team undertaking important work for diverse clients. This is an opportunity with a difference.

We are an independent London-based law firm with a client base from around the world. We handle work of the highest quality and complexity for our clients which could be anything from corporate, real estate or litigation through to private client advice.

Much of what we do is international in scope, yet our size means we have a supportive culture that is underpinned by the quality of our people and clients.

You will be part of a cohort of just 31 trainees and, because we all work under the same roof, we really get to know each other well. In our inclusive environment, you will always be recognised for who you are as well as for the work you do.

We are a firm that will nurture your talents, give you real responsibility from the start of your career and ensure you have every chance of partnership if that's the path you choose.

“At Macfarlanes, we are passionate about delivering exceptional quality to our clients, and exceptional learning experiences to our trainees. We know that our trainees are the future of the firm. The opportunities for bright and talented individuals are huge. The differences are clear.”

Seán Lavin, Partner and Head of Graduate Recruitment

Why Macfarlanes?

As a trainee at Macfarlanes, you can expect genuine responsibility from the word go. You will work alongside partners in small, supportive teams on high quality work. Life with us means being part of a fast-paced, intellectually stimulating environment and interacting with clients from day one.

Our training is exceptional, combining hands-on experience with a first-class technical education. Continuous development is part of the fabric of Macfarlanes. By investing in you, we are investing in the future of our firm.

We believe that the best way for you to become a solicitor is to do the work of a solicitor from the beginning, but with the mentoring and guidance you need to feel confident in everything you do.

As soon as you begin your training contract, you will have the opportunity to make a real impact and to get ahead quickly.

We work hard, but in a friendly and collaborative atmosphere. Our partners are there to support and encourage you, helping you to succeed at every stage.

partner

/ˈpɑːtnə/ people

*An expert and a leader
whose door is always open*



Isobel Morton
Partner, Private client

Harry

/hæri/ people

University of Nottingham

Geography graduate and 2019 trainee



I was attracted to Macfarlanes because of its reputation for providing excellent training. The relatively small trainee intake exemplifies this approach as it creates a very inclusive culture - one where trainees are genuinely valued.

Huge scope for development

My first seat was in the corporate & M&A team – it was an excellent place to learn as it is highly collaborative and provides insights to many areas across the firm. I was given a high level of responsibility right from the outset, enabling me to quickly build up my confidence and increase my commercial knowledge. At the beginning of each seat, you have comprehensive training specific to that group followed by regular education sessions. You get plenty of exposure to clients, drafting and general matter management too which helps to drive your development and gives you great job satisfaction. You are also surrounded by people who are willing to help and support you.

A global outlook; a friendly team

Macfarlanes' unique international strategy is something that sets the firm apart. Its independence allows it to coordinate multi-jurisdictional projects by building long-term relationships with leading independent law firms. Macfarlanes is large enough to attract significant cross-border instructions, but small enough to offer high levels of autonomy to its trainees. Meanwhile, the friendly and sociable nature of the firm creates a thoroughly enjoyable working environment – one in which you quickly build long-lasting relationships with lots of people across the firm at all levels. There is no hierarchy and the open-door policy means partners are always willing to set aside time to answer questions or provide advice.

“Macfarlanes sees its trainees as the lifeblood of the firm - training us is recognised as being one of the most important things the firm does.”

Hear more from our trainees on our website: www.macfarlanes.com/careers

Our client work

We are large enough to advise our clients on the most complex, technically challenging international matters. We are also small enough to be able to give you direct responsibility in close-knit teams - you will be working alongside partners and senior solicitors who will be more than happy to share their expertise. Our clients include:

Private equity sponsors

We have been at the forefront of the private equity world for about 40 years – our knowledge enables us to help clients throughout the life-cycle of a fund.

Private companies

We provide technical, commercially-driven legal support for in-house teams and give their management teams expert advice.

Public companies

We work with a range of clients, from global corporates to newly-listed companies, on high-end work like cross-border public takeovers and capital raisings.

Private clients and family offices

We help international private clients plan, hold and manage their assets.

Real estate investors and developers

We work across all sectors of the real estate industry on multifaceted and high-profile investment and development projects.

Technology companies

Whether a business is a start-up at the cutting edge of AI and machine learning, or an established big data analytics company looking to IPO, we have ingrained knowledge of the issues they need to consider.

Alternative asset fund managers

We help clients with a range of challenges, including setting up new businesses, launching new products, getting finance and deploying capital.

Banks and alternative lenders

We provide expertise to banks and credit funds looking to raise, leverage and deploy capital. We help clients to protect their investments and recover their capital.

Executives and business leaders

Business leaders seek our advice on a wide range of demanding matters – we help them navigate regulatory, legal risk and reputational issues.

Institutional asset managers

We provide advice and support on everything from day-to-day operations through to special projects such as launching a new product or carrying out M&A transactions.

global

/'glɔːbəl/ scale

Our outlook as we undertake complex work for major clients around the world



Alex

/'æləks/ people

*2014 trainee who became a
solicitor in our litigation group*



The biggest surprise? The level of responsibility early on. As a trainee in the corporate and M&A group, I assisted on Visa Inc's €21.2bn acquisition of Visa Europe, an association owned and operated by around 3,000 European financial institutions.

A complex and absorbing deal

Working as a corporate and M&A trainee on a deal of this size with so many jurisdictions was uniquely dynamic and interactive.

My main role was assisting in the due diligence exercise. It involved scrutinising every aspect of the target company to ensure that the client knew precisely what it was buying and the associated legal risks.

Many interesting legal issues were uncovered and analysed. As the co-ordinator of the due diligence report, I was in constant communication not just with more senior members of the corporate and M&A group, but also with the other side's M&A group, partners and solicitors in other practice areas across Macfarlanes, overseas counsel and the client.

What sets Macfarlanes apart?

I continue to be surprised by the responsibility and autonomy I have. As a newly qualified solicitor, I acted as sole associate for the majority of a €60m cartel damages case, which we saw right up to trial.

Macfarlanes offers unique access to a combination of the best corporate work and the best private client work. The firm has a very clear focus on the maintenance of quality above everything else – hence the unwillingness to grow too big.

“Feedback is embedded into the culture here. Partners and solicitors go out of their way to ensure that I know how constantly to improve.”

one hundred

/ wʌn hʌndrəd / people

The percentage of trainees who stayed with us on qualification in 2019

About us

FOUNDED
1875
(we've never merged)

London-based with clients all over the world

Over 70%* of our corporate work is multi-jurisdictional

Last year, our work involved over **75 jurisdictions***



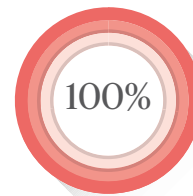
90
PARTNERS*



270
SOLICITORS*



62
TRAINEES*



100%
TRAINEES WHO
STAYED WITH US
ON QUALIFICATION
IN 2019

£44,000*
FIRST-YEAR
SALARY

£49,000*
SECOND-YEAR
SALARY



53%
PARTNERS TRAINED
AT MACFARLANES*

£85,000*
QUALIFICATION
SALARY

AS WELL AS A MARKET
DRIVEN SALARY WE ALSO
OFFER A COMPREHENSIVE
BENEFITS PACKAGE

Our expertise

Commercial, brands, IP and IT

Competition/antitrust

Construction and engineering

Corporate and M&A

Derivatives and trading

Employment

Finance

Financial services regulation

Incentives and remuneration

Insurance

Investment management

Litigation and dispute resolution

Pensions and pensions de-risking

Private client

Private equity

Real estate

Restructuring and insolvency

Tax and reward

A few of our clients



DERWENT
LONDON



OmnicomGroup

新度乾燥(しなさい)
Superdry.



“We have worked closely with Macfarlanes since day one, when they incorporated the company. Since then, they have supported us through our growth and our fundraising rounds. We particularly value their ability to move quickly and their creativity in finding solutions to some of the more unusual situations that we have faced along the way.”

Improbable, Patrick Timoney, VP Business Operations

“Having myself been a trainee and a solicitor for a number of years at Macfarlanes, it is great to now have the opportunity to work with them from the other side as part of Virgin. The experiences and commercial exposure I had whilst training and working at Macfarlanes have certainly played a huge part in developing me as a lawyer and in shaping the role I do today.”

The Virgin Group, Robert Blok, Group Legal Director

Louise, Uma and Farzana

/lu:'i:z 'u:mə ænd fa:(r) za:nə/

Our inclusion and CSR team



We all come from large corporate backgrounds and one of the reasons we chose Macfarlanes was for its size. Being all together in one place as one close-knit community means we are able to see first-hand the tangible impact that our work is having.

Inclusion

Macfarlanes is committed to fostering inclusion across the firm by recruiting, retaining and promoting people fairly and ensuring that everyone has the opportunity to develop their careers. We are currently championing an inclusion programme with bespoke action plans for each practice area, which we hope will have a lasting legacy. We also have four inclusive staff networks: BME & friends, LGBT & friends, Balance (a forum for colleagues trying to manage careers and home lives) and EnABLE (a forum for anyone interested in neurodiverse conditions, long-term health conditions, disabilities and mental health). Our networks encourage discussion and networking as well as providing support.

“My landlord has now repaired the leaks and damages in my home. I'm tremendously grateful to you for all your work.”

Pro bono clinic client

CSR

Our CSR programme falls into four main categories: access to justice, supporting opportunity, charity partnerships and sustainable business. From fundraising for our Charity of the Year, to our Community Day, which allows every member of staff to take one paid day per calendar year to volunteer for a neighbourhood project, we look to make an active contribution. We also have a partnership with St Hilda's East Community Centre in Tower Hamlets where we provide a weekly pro bono legal clinic to individuals who wouldn't otherwise be able to afford legal advice. Last year, the clinic was awarded the LawWorks 'Best New Pro Bono Activity' award.

“My day with FareShare was very insightful and productive. I feel great knowing I've made a difference in the community!”

Community Day participant

Who we're looking for

At Macfarlanes, we don't have any preconceptions about who you are or where you're from. In fact, we were one of the first law firms to introduce CV-blind assessments. We want people who are academically strong, with determination and drive. However, we aren't looking for any particular educational background. For us, it's your potential that really counts. We'll always value you for who you are, for the skills you can add to our team and for all the qualities that make you, you.

We expect you to have a 2:1 degree or above – that could be in law or in another subject. Ambition is important too. From the very first day of your training contract, you can expect to deal with clients, support important matters and be a representative of the firm. Our clients are very varied but, because they tend to be commercial in their approach, we'll want to see some entrepreneurial spirit in you.

Most of all, we'll want to see that you have resilience, determination and exceptional communication skills. You must be confident when it comes to giving advice and making decisions.

Lastly, at Macfarlanes, we believe we can all learn from each other. So you're as likely to be asked for your ideas and opinions when you're a trainee as you are if you become one of our partners. We think of everyone here as a teacher.

difference

/ˈdɪfrəns/ culture

One of the things we value most in our trainees



Experience Macfarlanes

We run a series of events and programmes designed to give potential applicants an insight into what it would be like to join us as a trainee solicitor.

Meet us

Our trainees, partners and graduate recruitment team attend a number of universities so that you can come and meet us on campus. We also run practice area open days enabling you to speak directly to lawyers about the work they do. Meanwhile, our in-house events give you the chance to meet our senior partner.

First year insight day

This is an opportunity to get a sense of what life is like at Macfarlanes. It includes:

- *A negotiation exercise*
- *Speed networking*
- *Lunch with trainees, solicitors and partners*
- *An application skills workshop*
- *Work-shadowing a trainee – you will get to see the real work that goes on here*

We'll advise you on how to make good applications and, because the day is all about helping you decide if a career in law would be right for you, we recommend that you come armed with plenty of questions.

Vacation schemes

The opportunity to experience Macfarlanes begins with our vacation scheme assessment days. You will spend an afternoon work-shadowing one of our trainees as well as being assessed for a place on the vacation scheme itself.

As a vacation scheme student, you will gain an insight into life as a trainee over the course of two weeks. We'll make sure you get the hands-on experiences you need to build your understanding of what we do and how we do it. That could involve drafting documents, carrying out live research, going to client briefings or meeting counsel alongside a partner, solicitor or trainee. The two weeks will be split across two different practice areas to maximise your exposure, and you will work on a mock transaction during that time too. There's also a social element to the programme so you will have plenty of opportunities to network and to ask the kind of questions that will help you decide if your future lies with us. In the second week of the vacation scheme you will have the opportunity to be assessed for the training contract.

Visit our website for further details on our events and programmes: www.macfarlanes.com/careers

Your path to success:



Experience Macfarlanes

MEET US

Join us on campus or attend one of our in-house events.

FIRST YEAR INSIGHT DAY

You need to be in either the first year of your undergraduate degree or the second year of a four-year undergraduate degree (in any subject).



Applications open: 1 October



Deadline: End of February

VACATION SCHEME

You need to be in at least the penultimate year of your degree (in any subject).



Applications open: 1 October



Deadline: 31 January

Join Macfarlanes

LAW GRADUATES

NON-LAW GRADUATES

You will need to complete the Graduate Diploma in Law (GDL) before taking the Legal Practice Course (LPC).

LEGAL PRACTICE COURSE (LPC)

Every trainee completes our tailored, full time LPC at the London Holborn branch of BPP Law School before starting the training contract.

TRAINING CONTRACT

You will need to be in the penultimate year of a law degree, in the final year of a non-law degree, or have graduated.



Applications open: 1 October



Deadline: 31 July

NEXT STEPS



Towards the end of your training contract, you will apply for a role as a qualified solicitor in one of our practice areas.

Nisha

/ni:fə/ people

*London School of Economics Law Graduate
and future trainee (March 2020)*

Joining a law firm with a smaller trainee intake was essential for me as I am keen to have a lot of exposure and responsibility from the start. I also wanted to be somewhere where teamwork was central, and Macfarlanes has a very collegial culture.

A meaningful vacation scheme

I first experienced Macfarlanes on the vacation scheme and I thoroughly enjoyed my two weeks. I sat with a trainee in competition in the first week, giving me time to talk more informally about training at the firm. The second week involved sitting with a partner in financial services, which was invaluable and I learned a huge amount. The social element of the vacation scheme was excellent too.

Everybody was welcoming. People were interested in talking to me and answering any questions I had about the firm. I found Macfarlanes unique in that it offered a friendly culture alongside the kind of high calibre work that you'd normally only find at larger firms with a big trainee intake.

A bespoke LPC

Not only is the LPC tailored to Macfarlanes, the fact that you study alongside other trainees in your cohort means you can develop friendships before you become colleagues at the firm. The modules are interesting – especially as they're often directly relevant to the clients you will be working with at the firm.

Throughout the LPC, Macfarlanes organises regular seminars which are linked to the modules you're studying at the time. These give context to your academic studies because you get an insight into the actual work of the firm's different practice areas. The seminars also give you a fantastic opportunity to network with current trainees and partners through the social events that are held afterwards.

“On the vacation scheme, I saw first-hand how collaborative and inclusive the Macfarlanes culture is. I could see myself building a future here.”

Our graduate programme

We offer a bespoke programme that begins with our tailored LPC and is followed by a training contract offering high quality work alongside excellent mentoring and regular feedback.

Graduate Diploma in Law (GDL)

If you've studied a non-law degree, you will study the GDL from September to June/July. You can choose your preferred provider and we'll cover your fees as well as giving you a maintenance grant.

Legal Practice Course (LPC)

All our trainees study the Macfarlanes-specific LPC programme at the BPP Law School. From September to February, you will study the compulsory elements of the LPC. From March onwards, you will study electives which have been specially designed for Macfarlanes and its practice. This will be supplemented by seminars and social events held in our offices and you will be paired with a trainee mentor. We'll cover your fees as well as giving you a maintenance grant of £10,000.

As a future trainee, you will need to achieve a commendation or above in both the GDL and LPC.

Training contract

We'll make sure you have the perfect blend of hands-on experience and ongoing learning opportunities. You will spend six months in four different practice areas, including a compulsory corporate and M&A seat.

We'll allow you to shape your training contract. You will have the opportunity to submit your seat preferences and we'll do our best to ensure you get to work in the seats that most interest you. In each of your seats, you can expect to share a room with a partner or senior solicitor who will support you every step of the way. You will also follow an intensive schedule of seminars and lectures presented by partners or senior solicitors.

Feedback and mentoring

We'll give you feedback in both mid-seat and end-of-seat reviews to help you gauge your progress. You will be allocated a partner mentor who is personally responsible for you for the duration of your training contract. As well as that, all our trainees are divided into small 'constituency' groups to give you direct and regular access to your own Trainee Solicitor Committee partner, who can discuss any issues you have, and will also be with you at your six-monthly reviews.

Trainee survey

We invite our trainees to take part in an anonymous survey each year so that we can gather feedback and then improve our systems and processes.

bespoke

/bi'spɒʊk/ development

The kind of training you can expect from us

teacher

/ˈtiː.tʃər/ culture

Every member of our team, including you

Valery Nformba
Solicitor, Finance

How to apply

Applications for all our programmes are to be made online. We review applications on a rolling basis so the sooner you apply, the sooner we can process your application. If you need any support with your application, just let us know by calling us on 020 7831 9222 or emailing us at gradrec@macfarlanes.com.

First year insight day

You don't necessarily need to be studying law to join us for our first year insight day. Applications for our first year insight day will open on 1 October and will close on the last day of February. If your online application for the first year insight day is successful you will be invited for a telephone interview before being offered a place on the day. Telephone interviews are held from January onwards.

Vacation scheme

Applications for our vacation schemes will open on 1 October and close on 31 January. If your online application for the vacation scheme is successful, you will be invited to one of our assessment days – this will involve a group exercise, a written exercise and an interview with one of our partners. Our assessment days begin in early January, so we recommend submitting your application as soon as you can.

Training contract

The first stage of our assessment process for the training contract is an application form. If successful you will be invited to our assessment day. On the assessment day you can expect a partner interview, a written exercise, a group exercise and an in-tray exercise. You don't need to have attended one of our vacation schemes and if your application for the vacation scheme wasn't successful, you can still apply for a training contract.

The majority of our assessment processes for both our vacation schemes and training contracts are scored CV blind. We also use a contextual recruitment tool to understand each applicant's achievements in the context in which they have been gained. We understand that not every candidate's achievements look the same on paper and we are a firm that believes passionately in meritocracy and diversity.

Applications for our training contracts open on **1 October** and close on **31 July**. Our assessment days will run from **January** through to **September**.

See our website for more details: www.macfarlanes.com/careers

The combination of big ticket work and a collegiate culture makes Macfarlanes unique. Being a firm which relies on the quality of its people, we understand the importance of investing time in junior members of the team - this is just as important as the work itself.

Why Macfarlanes?

The size of the firm and its culture mean that everyone knows each other and people are approachable and supportive, but Macfarlanes still gives you an opportunity to work for big brand clients on challenging and complex transactions.

A series of secondments

As a solicitor, I completed three secondments, including one at a small private equity house specialising in turnaround/distressed investments, one at a multinational commodities trading company in Switzerland and my most recent one at a leading American law firm in New York. All three were great experiences, giving me both an insight into working as an in-house lawyer and also observing how a leading US law firm serves its clients' needs.

My route to partnership

My journey to partnership was relatively traditional: trainee, solicitor, senior solicitor then partner. As a trainee my focus was to throw myself into everything and approach everything with an open mind. Having decided that my future was as an M&A lawyer and qualifying into the corporate and M&A group, my priority became getting as much experience in as broad a range of areas as possible. As I became more senior, the prospect of partnership became more tangible and was increasingly discussed in my reviews so I always felt I knew where I was on the partnership track and where I needed to improve to ensure my progression. Existing partners in the team were also invaluable in sharing their experiences with me and demystifying the process.

“Highlights? It’s hard to beat calling successful applicants to tell them they have a training contract. That’s one of the most pleasurable aspects of the job.”

Justin

/ˈdʒʌstɪn/ people

*2005 trainee who became a partner
in our corporate and M&A group*



MACFARLANES

MEANINGFULLY DIFFERENT

 Call us + 44 (0)20 7831 9222

 Email us gradrec@macfarlanes.com

 Follow us on Twitter [@MacfarlanesGrad](https://twitter.com/MacfarlanesGrad)

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 Follow us on Instagram [@Macfarlanesgrad](https://www.instagram.com/Macfarlanesgrad)

macfarlanes.com/careers