

Penny Phipps - Trainee Legal Executive at HBJ Gateley Wareing

8.30am

I arrive at work and carry out the most important task of the morning, make a cup of tea for my supervisor and I. I think my supervisor has an aversion to the kitchen as he has never made me a cup. I then go through all my emails and post. I am a trainee Legal Executive in the Corporate Banking department. Although I primarily work for the banking section of the department, I do also deal with the company secretarial service that we, as a firm, offer as well as post and pre-completion administration.

9.30am

We currently act for an international company who is about to complete on an acquisition of a number of overseas companies. My supervisor and I attend an international telephone conference call with firms of solicitors in Milan, Paris, London and Barcelona. We discuss a number of commercial and banking issues that have arisen. It is essential that we smooth out these issues before completion on Thursday. The bank must be satisfied that everything is in order to enable drawdown of the facility to our client.

12.30pm

Meeting with one of the corporate solicitors in order to discuss post-completion requirements i.e. dating of all relevant documents and that all acquisition documents are placed in appropriate order for a bible to be produced.

1.00pm

Lunch is taken up by attending a LNTV presentation in our seminar room on Due Diligence Disclosure. It is important that I attend as it is one of my training requirements with the firm. Sandwiches are however provided (although not the best!!)

2.00pm

I nip out of the office to get a breath of fresh air and have a walk round. If I am honest, I go and get a sandwich that I can eat!

2.30pm

One of the banking partners has some research she wants me to carry out as a matter of some urgency so I make my way to our very well stocked and well organised law library on the 2nd floor of our building. I actually find what I require and copy the relevant section of the Act.

3.15pm

Start to draft a bible index for a transaction that completed yesterday. I have to put the documents in order of importance and then get it copied by our administration department and sent out to the other side and the bank. A copy also goes into our Masterfile database. It is a long process and the index can be amended many times before a final bible is produced.

5.30pm

My supervisor and I go off to Hotel du Vin for a meet the team session with one of our banking clients. It is good way of putting a face to the voice and also an excellent networking opportunity.

8.30pm

After a few drinks, I make my way home by train.