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## JOB DESCRIPTION

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**Job Title:** Legal Counsel

**Grade:** E

**Department:** Governance

**Main purpose of job:**

To assist with providing legal advice, guidance and drafting of legal contracts and terms and conditions of business across the CAF Group at the direction of, and under the supervision of General Counsel and Senior Legal Counsel.

**Responsible to:** Head of Legal Services

**Budgetary responsibilities:** None

**Responsible for:** None

**Key Job Responsibilities:**

- To provide ad hoc, commercially focussed legal advice on a broad range of queries from the various business units within the CAF Group.
- To work closely with CAF's business units and provide legal input to new product initiatives or complex customer requirements.
- To assist with Co secretarial role to the Trust and Group.
- To undertake the drafting and negotiation of a wide variety of legal agreements, such as grant agreements, supplier contracts, bespoke customer contracts, variations to standard terms, and any other agreements used in CAF's business from time to time.
- To advise on and update as necessary all the terms and conditions used by the Group.
- To monitor and report on new legal and regulatory updates as part of the Legal team's Horizon Scanning.
- To assist with the co-ordination of outsourcing of legal work, where there is insufficient capacity in-house, or where the work is of a specialist nature outside the competencies of the in-house team.

### **CAF Values and Behavioural Indicators**

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

**Date: May 2025**

## PERSON SPECIFICATION

**Job title:** Legal Counsel

**Date:** May 2025

Attributes	Essential ✓	Desirable ✓	How Evidenced <sup>+</sup>
<b>Experience</b> <ul style="list-style-type: none"> <li>A minimum of five year's post-qualification experience in corporate/commercial, financial services, banking or corporate finance team of a commercial law firm or in-house legal term</li> <li>A working understanding of: <ul style="list-style-type: none"> <li>Contract Law</li> <li>Financial Services and Markets Act 2000</li> <li>Company Law</li> <li>Trusts Law</li> <li>Charity Law</li> <li>Anti-Money Laundering Legislation</li> <li>GDPR</li> </ul> </li> </ul>	✓  ✓  ✓  ✓	   ✓ ✓ ✓	R/A/C
<b>Qualifications</b> <ul style="list-style-type: none"> <li>A minimum of LLB (Hons) 2:2 (or equivalent degree level with a law conversion) and a Diploma in Legal Practice</li> <li>Entry onto the Supreme Court Roll of Solicitors</li> <li>A current practising certificate from the Solicitors Regulation Authority</li> </ul>	✓  ✓		A/E
<b>Specialist Skills/ Ability/Knowledge</b> <ul style="list-style-type: none"> <li>Ability to use standard word processing software (e.g. Word, Excel and PowerPoint)</li> <li>Experience in the Financial Services Industry and regulatory environment would be desirable but not essential</li> </ul>	✓	  ✓	A/C
<b>Communication</b> <ul style="list-style-type: none"> <li>Ability to communicate effectively with senior staff members.</li> <li>Ability to write accurate, clear and concise reports.</li> <li>Good English language skills (including English grammar)</li> </ul>	✓  ✓		A/C
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Ability to fit with the other team members</li> <li>Proactive approach to work even when remote</li> <li>Ability to integrate with colleagues from other areas whilst maintaining a professional distance and ability to enforce CAF policies and procedures</li> <li>Ability to work under pressure</li> </ul>	✓ ✓ ✓  ✓		A/C
<b>Special Conditions</b> Need to be prepared to travel as some work may need to take place in other offices	✓		C

<b>Prior to Appointment</b> All posts: <ul style="list-style-type: none"> <li>• Credit Check</li> <li>• Sanctions Check</li> <li>• Basic DBS Check</li> <li>• Employment References</li> <li>• Medical Clearance</li> <li>• Right to Work in the UK</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓		R/E
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**Key**

R = References  
E = Evidence/Certificates  
A = Application  
C = Competency Interview  
T = Testing/Assessment