



## Tax and Legal Services Manager

Gives legal advice to individuals and companies on problems or actions which may have legal implications, with a view to:

- ensure the compliance with the law;
- respect legislation and regulations and ensure that they are respected and to adapt them to the client's needs by studying and interpreting legal texts;
- defend the client's interests
- draw up legal documents (private or legalized deeds).

Constantly studies and analyses legislation, regulations, case law, theory and legal arguments.

### CONDITIONS OF WORK

The job may be sedentary (as for a solicitor) or involve frequent travelling (bailiff). Most of the work involves writing although there may also be an oral element, particularly in the case of court appearances. There will be a great diversity of situations and interlocutors. Decisions are often made independently. Legal advisors who are employed in companies or law firms work for their employer who holds ultimate responsibility. Freelancers with a regulated status are subject to strict practising conditions (taking oaths, restrictions, incompatibility...) and those who practise them take on civil and criminal responsibility. In all cases, professional confidentiality must be guaranteed. In private practice, remuneration is by fee.

### BASIC SKILLS AND TECHNIQUES

- Anticipate and resolve litigation problems by interpreting the law.
- Give information and clear advice in the field of law and legal procedure.
- Propose amicable settlements or judicial solutions to litigation.

### RELATED SKILLS

- Use legal databases.
- Understand and speak English

### REQUIRED QUALITIES

The job requires the ability to:

- Analyse and quickly synthesize problems outlined by the client or employer.
- Apply rigorous methodological procedures to a wide variety of cases.
- Be receptive to people who are in difficult situations.
- Show diplomacy and build up relationships of confidence with clients or the employer.
- Integrate corporate legal issues within their economic environment.
- Delegate preparatory and follow-up tasks of regular business to others
- Respect corporate confidentiality.