



BUCKWORTHS

Recruitment Brochure 2022

www.buckworths.com

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About Buckworths

Buckworths is the only law firm in the UK working exclusively with start-ups and high growth businesses. Founded in 2011 by Michael Buckworth, the firm is headquartered in London. Buckworths is known for its unparalleled expertise in advising SMEs from incorporation to exit.

70% of the firm's clients are technology businesses of which approximately half are fin-tech companies. Buckworths also has a significant practice advising fashion and hospitality businesses.

Buckworths is active within the start-up and broader business communities, hosting regular events for entrepreneurs and investors, and engaging in thought leadership via our own channels and in the local and national press.



Meet the team

The best part of Buckworths is its team of intelligent, friendly, and excellent experts in start-up law. Every member of the team strives to provide the best advice and service to clients to help them grow their business.

The team is small and friendly, and the office environment is relatively relaxed. We aim to ensure that working for Buckworths is much more exciting and challenging than working for a more traditional law firm.

* * *



Michael Buckworth
Founder and Managing
Partner at Buckworths

Michael Buckworth is a qualified solicitor of the Supreme Court of England and Wales, and the founder of Buckworths. He has a passion for entrepreneurialism, and has advised countless start-ups over the last ten years. He's been 'entrepreneur in residence' at London South Bank University and University College, London, for several years, and is a regular speaker at industry events.

Michael is also the recent business book author of [Built on Rock](#), the busy entrepreneur's guide to start-up success. An Amazon Best Seller and The Business Book Awards 2022 finalist, this book provides busy founders with answers to all their legal questions from a legal expert and entrepreneur.

A fun fact about Michael is that he loves castles. He also has a pilot's licence and can be found up in the clouds most weekends. He set up the firm in 2011 after working for two top New York law firms.

mbuckworth@buckworths.com



Ivan Gerovski

Chief Operating Officer

Ivan has a blue belt in Kyokushinkai Karate, takes ice skating lessons at Alexandra Palace and enjoys mountain horse riding in his native Bulgaria.

igerovski@buckworths.com



Mayo Soyombo

Office Administrator

Mayo enjoys baking, acrylic painting and interior design. She is passionate about helping vulnerable children and improving the justice system for young offenders.

msoyombo@buckworths.com



Olivia Hale

Office Administrator

Olivia is an amateur baker. Her way of de-stressing and socialising is through softball. Don't ask her for a movie/series review, she has an art for spoilers!

ohale@buckworths.com



Maggie Strumelieva

Marketing Executive

Outside of work Maggie enjoys a good crime novel, theatre plays, and cycling along the Thames. She is fluent in Bulgarian, and speaks a bit of Spanish.

mstrumelieva@buckworths.com

Associates



Mary Frost-Payne

Associate

Mary partakes in a wide range of hobbies including knitting, baking, swimming and scouting the streets of London for a great charity shop buy.

mpayne@buckworths.com



Daniel Burke

Associate

Dan is an avid West Ham United fan and loves F1. He also enjoys taking part in various sports such as running, swimming and boxing.

dburke@buckworths.com

Trainees



Eleanor Williams

Trainee Solicitor

Ellie enjoys long walks in the sunshine, country pubs and spending time with friends. She loves F1, and is excited to be attending the Monaco Grand Prix!

ewilliams@buckworths.com



Leah Caprani

Trainee Solicitor

Leah has traveled to over 50 countries and enjoys skateboarding and surfing. She is a keen musician and actress, and has previously performed in the West End.

lcaprani@buckworths.com

Paralegals



Melisa Fati

Paralegal

Melisa spends holidays lake-fishing in her native city Geneva, has a street in Istanbul named after her, and is a reggaeton fanatic.

mfati@buckworths.com



Daniel Lennon-Woodward

Paralegal

In his spare time, Dan creates hip-hop music and enjoys F1. He is also a keen athlete and a semi-professional video game player.

dwoodward@buckworths.com

”

My time at Buckworths has been very rewarding – not only have I had the opportunity to work with exciting start-ups in diverse industries, but I have been able to fully develop my legal and technical knowledge in a range of practice areas. Scoring a well-rounded training contract, means that I will be well equipped to advise clients across all aspects of their business.

”



Leah Caprani
Trainee Solicitor at Buckworths

Buckworths in numbers – 2021



1,259

total number of
clients
supported



37

number of
events hosted



5

number of
awards won



Over

£8M

amount raised
by biggest
investment
round

Over
70%
of clients in
Technology
(including
fin-tech,
med-tech,
fashion- tech
and IT)



119

number of
companies
incorporated



56

number of
investment
rounds advised on



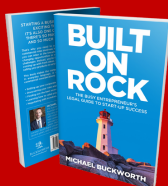
Over **5.7K** followers

Number **1** market leader in advising
start-ups and high growth businesses

41

number of
counties in which
our clients are
based

**BUILT
ON
ROCK**



#BBA22 Finalist and
Amazon Best Seller
in Business Law



Venture Capital
Law Firm
Recognition



Why Buckworths?

Unlike bigger law firms, Buckworths is known for its career development opportunities, maximised client exposure and the unique support value you get from working in a smaller team.

Career Development:

Buckworths only recruits trainees internally, meaning that paralegals will have a strong chance of securing a training contract. The business support team acquires a lot of transferable skills and are eased into the processes and structure of the firm.

Client exposure

Everyone at the firm has some degree of client exposure. Paralegals, for example, are highly valued members of the legal team, who work on client matters and deal directly with clients.

Support

Working in a small team means you are given more autonomy to take on more responsibilities and learn new skills. We hold regular trainings and workshops to encourage career progression and personal growth.

I find working exclusively with start-ups to be so rewarding - we work with clients from the very beginning of their journey as entrepreneurs right through to exit, meaning the work is often dynamic and exciting to be a part of.

It also means, along with Buckworths' focus on professional development within the firm, that my legal and practical knowledge is constantly growing and improving. Combined with a refreshingly approachable and dependable team, these ingredients mean Buckworths has been a crucial choice for me in furthering my legal career."

Mary Frost-Payne
Associate at Buckworths



The recruitment process

Hiring the right team has been key to our success. We have a unique recruitment process to ensure we get the best candidates who fit perfectly into our firm.

How to apply?

We look to recruit dedicated and talented individuals in both legal and support roles. We are always interested to receive applications from quality candidates whether they are at the beginning of their career, or more advanced.

In order to apply, please send a covering letter and your CV to Ivan Gerovski (igerovski@buckworths.com). Try not to send us a standard "copy and paste" letter - we want to know why you want to work for Buckworths, and to get an insight into who you are. Remember that we get hundreds of applications for each role, and most candidates have very similar experience. Think about what makes you different to the masses.

What to expect at the interview?

There will be two interviews. For an associate role, you can expect to meet our Managing Partner, Michael Buckworth, and our COO, Ivan Gerovski. For other roles, the interview will be held by our COO and another legal team member.

The interview is divided into three sections. First, we will tell you a little bit about Buckworths and the role, then we will discuss your CV and experience, and we will finish the interview with any questions that you may have.

We expect associates to have a technical grasp of areas of law in which they have experience. You can expect technical legal questions on aspects of your CV. Other questions may be more generic and focused on your skillset as an individual. We also aim to find out a bit about yourself. Some standard questions might be: Why do you want to work here? What are your strengths? What are your weaknesses? What are your goals? Why should we hire you?





Preparing for the interview

Carrying out plenty of research about the firm, and thinking about how to present yourself is key. Think about how you will deal with any gaps in your CV or weaknesses in your qualifications or experience. No CV is perfect - the key to handling problems is to identify them head on and to have a reasonable explanation of what went wrong, and a positive spin on it. Identify the skills, interests and experience that make you stand out from the crowd.

Prepare answers to common interview questions as well as your own questions to ask at the interview about the role and ethos at Buckworths. Find out about the people who will be interviewing you - check their LinkedIn profiles. Research start-up news, trends and new law and rules affecting Buckworths and our clients.

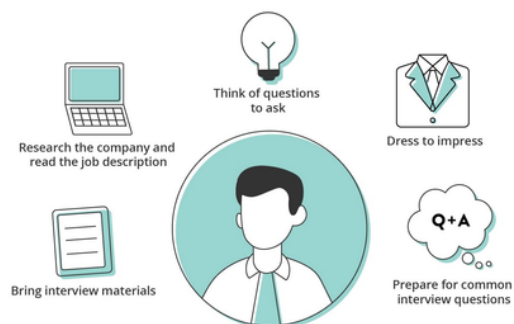
On the night before your interview, prepare your outfit and get plenty of sleep. On the morning of your interview, eat a healthy breakfast and do not consume too much caffeine. A good tip to combat nerves is to hit the gym or go for a run if you have time.

The interview dress code is professional: for men, a suit and tie; for ladies, something smart such as a dress, trouser suit or a skirt and blouse.

Be well-mannered with any staff you meet before or after the interview. First impressions matter, so do your best to appear friendly and approachable.

Throughout the interview, remember to smile frequently and keep eye contact. Answer all questions clearly and provide evidence of your relevant skills, experiences and achievements. Try to turn the interview into a conversation rather than just answering the questions put to you.

It is important that you allow your personality to shine at the interview - an important part of the interview process is identifying if you would be a good fit for the firm. When leaving us, let us know that you are available to answer any further questions.



What are we looking for?

We are looking for individuals with the following skills:

- Communication skills;
- Positive attitude;
- Co-operation/ teamwork;
- Goal-orientation;
- Business ethics;
- Creativity;
- Organisational skills;
- Common sense;
- Commercial awareness; and
- Willingness to take responsibility.

What happens after the interview?

We will tell you at the end of the interview the timescale for us to respond. This is usually between 2 and 5 days. We will email you with the outcome of the interview. We email all candidates we interview regardless of whether they have been successful. Try not to hassle the HR team - it tends to result in a bad impression.

With some roles, we may invite some candidates back for a second interview. This tends to be more informal and may involve a coffee with some other members of the team. The purpose of the meeting is simply for the other team members to get to know you. This is an opportunity for you to ask questions about working at the firm, and to get a feel for what life is really like. What you say is not fed back to your interviewers.

Integrity is vital. The work we do is niche and sometimes quite specialist. We understand that applicants may not have experience with all aspects of our practice...and that is fine. However, we do expect that candidates will have excellent technical skills in respect of areas in which they claim they have experience. If you have included a matter on your CV, expect to be asked technical questions on it.



Michael Buckworth
Managing Partner at Buckworths



A day in the life of a lawyer

Life as a lawyer at Buckworths is unique. The following is an outline of an associate's typical day:

07:30: I am awake, smartly dressed for my client meeting today and ready to have breakfast whilst catching up on today's headlines.

07:50: Time to leave - I jump on the tube.

08:25: After a short walk from Moorgate station, I arrive in the office. I like to be early as I jot down my daily tasks.

09:30: We officially start work at 09:30 which is half an hour later than most London law firms, allowing us to miss the rush hour and get an extra half hour's sleep.

10:00: Having created a list of priorities and tasks for the day, I delegate some of the work I need help with to our trainee solicitors and paralegals.

12:00: I finish my morning's work, drafting a shareholders' agreement for a Series A investment round. My afternoon will be spent drafting some terms of business for one of our technology clients.

13:30: Lunch time: there are plenty of choices in the area. Gunpowder - one of our clients - is today's choice.

14:30: Back to work, I prepare for a client meeting this afternoon.

15:00: I welcome the client and lead them to our cosy and professional meeting room. We are talking about EMI schemes (which are option schemes for employees). The client wants to incentivise his staff to stay with the business to exit, and so is granting them tax efficient share options.

16:00: The meeting has ended and I use my notes to create a summary for our plan of action. This business processes a lot of personal data, so I am going to ask Mike for help on their GDPR compliance policies.

17:30: I go over my daily to-do list and update the status of my tasks. We often hold team briefings towards the end of the day, so I want to make sure I am up to speed.

18:30: With the day's work done, a colleague and I go for a quick drink after work.

19:45: Home... I am home for a night of my favourite Netflix series.



A day in the life of an office administrator

Being the office administrator at Buckworths comes with a handful of responsibilities and you develop a whole new range of useful skillset.

07:30: I wake up earlier than usual to allow myself enough time to eat and travel to work.

08:30: Time to leave - I jump on the overground to Liverpool Street.

9:20: After a 10 minute walk from the station, I arrive in the office. I get in just in time to make myself a coffee.

09:30: I like to start my day by sorting through my emails and organising any company incoming post.

10:00: I can see a few meeting requests from clients to our Managing Partner, Michael, so I go through his diary and make sure to book those in without any crossovers.

12:00: I finish drafting an Engagement Letter from a new client who recently instructed us and send it over.

12:15: In the meantime, the telephone rings and I answer it politely and am attentive to the enquiry. Being able to multitask and work efficiently is a great transferable skill I have learned to master on the job.

13:00: Lunch time: I love cooking so I bring my special

home-made lasagne.

14:00: Back to work: I make sure the meeting room looks smart and presentable as there is an important meeting at 15:00.

15:00: The client comes in, and I am sure to greet them with a smile and make them a coffee.

16:00: Once I have completed any urgent admin tasks for the day, I start going through company invoices to make sure everything is in order.

17:00: I get an email from one of our clients regarding EMI schemes. I update the team member working on the matter immediately. As a small team, we are very responsive and supportive of each other regardless of our legal backgrounds or experiences.

17:30: I ask the team to send me their to-do list.

18:00: With the day's work done, I head to the gym for a quick HIIT class.

19:45: Home...I am home cooking and preparing my next meal for tomorrow with a nice film on in the background.

”

I have been at the firm for almost seven years now, and feel very much at home here. Two years ago, I was promoted to COO and now run the admin and operations side of the firm. I am proud of what we have achieved in the time since I joined in 2015 when I was only a trainee office manager

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Ivan Gerovski

Chief Operating Officer at Buckworths

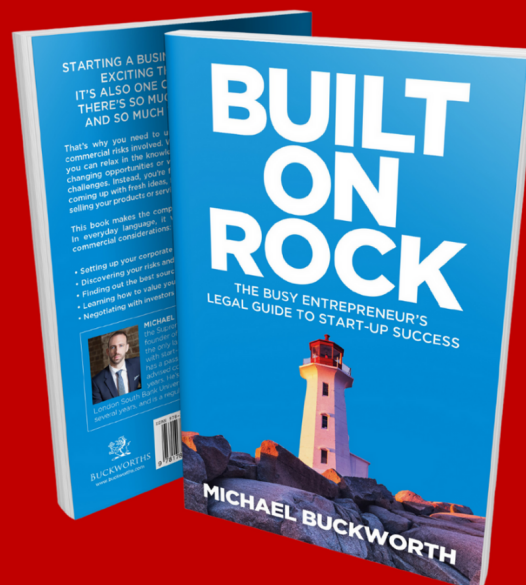
MICHAEL BUCKWORTH

Built on Rock

#1 BEST SELLER

amazon

Built on Rock, the busy entrepreneur's legal guide to start-up success, is Michael Buckworth's first book and Amazon Best Seller, in which he sets out how to make the complicated aspects of start-up law simple. This book provides busy founders with answers to all their legal questions from an expert.



Get it right the first time

Discover the legal and strategic issues you need to know when starting a business or raising investment and set yourself up for success.

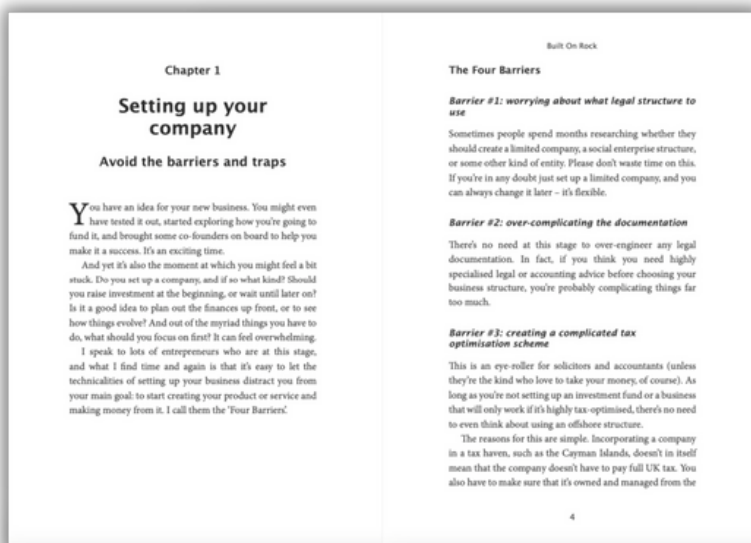
- Setting up your corporate structure for maximum advantage.
- Discovering your risks and how to minimise them.
- Finding out the best sources of investment.
- Learning how to value your company.
- Negotiating with investors for long-term success.

Michael Buckworth takes the reader on an educational journey from incorporation through launch and ending on raising an investment round. This is a must-read guide for students of entrepreneurship and anyone who wants to get a handle on the legal issues to think about when setting up a business.

Jerry Allen

Director for Entrepreneurship,
UCL Innovation and Enterprise

Sneak Peak to Chapter One



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BUCKWORTHS

The only law firm in the UK working exclusively
with start-ups and high growth businesses