

AML Manager – Europe (maternity cover), Paris or Luxembourg

Job Description



Who We Are

Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.



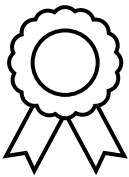
Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.

Responsible Business

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.



As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

AML Manager – Europe (maternity cover)

Reporting to the Head of New Business Intake (NBI) the AML Manager is responsible for handling Customer Due Diligence (CDD) and other Anti-Money Laundering (AML) queries, primarily for the European offices of the Firm (Luxembourg, Paris, Milan, and Switzerland). While the primary focus is on these European offices, the role also requires availability to support the compliance needs of the wider international offices if required.

This role can be based in either Paris or Luxembourg.

Roles and Responsibilities

New Business Intake / Anti-Money Laundering (NBI/AML):

- Serve as the primary point of contact and subject matter expert for European AML and NBI queries, providing guidance to the compliance team, local offices, and assistants.
- Assist with adverse media clearances ensuring correct escalation to senior management.
- Support the European offices with administrative differences and apply a risk-based approach to queries.
- Draft and submit Suspicious Activity Reports (SARs) or Suspicious Transaction Reports (STRs) as needed.
- Address non-AML compliance and risk-related queries, directing offices to appropriate resources, especially concerning conflicts and engagement letters.
- Collaborate with finance on European queries, including third-party payments, retainer invoices, and month-end matter openings.
- Review and approve binders for medium and high-risk clients.

Regulatory Audits:

- Lead the audit process for European offices, including preparation for annual questionnaires, answering audit questions, and maintaining logs of relevant compliance activities. Provide support as needed to ensure successful audit outcomes.

Laterals Onboarding:

- Lead the onboarding process for EU laterals, liaising with Managing Partners, building rapport, ensuring completion of Customer Due Diligence (CDD), and arranging relevant training.

Training and Development:

- Create and lead training sessions on CDD requirements, local AML legislation, and best practices for compliance teams and local offices.
- Spot knowledge gaps and independently work with other teams within the business to help provide relevant support and training when needed.

Policy Development and Implementation:

- Assist with the development, revision, and implementation of the firm's anti-money laundering (AML), counter-terrorist financing (CTF), and sanctions policies and procedures across the European offices.
- Ensure the Swiss AML Policy is kept up to date with any regulatory change.

Advisory and Support:

- Advise finance and European offices on billing, file opening, sanctions screening, and retainer invoice clearance.
- Sanctions screening, including the exclusion of potential matches.
- Support the Money Laundering Reporting Officer with research and drafting suspicious activity reports.

Qualifications and Experience

- In-depth knowledge of CDD requirements across Europe and the UK, with experience in a law firm compliance team.
- Familiarity with AML requirements in multiple jurisdictions.
- Proven experience advising on source of wealth and funds due diligence.
- Strong written and verbal communication skills, capable of engaging with clients, partners, fee earners, and support staff.
- Highly organised, able to manage conflicting priorities and deadlines.
- Proactive, with demonstrable initiative and problem-solving skills.
- Proficient in IT skills, including Excel, Word, and Outlook; experience with Elite is advantageous.

- French language skills are preferred.

Person Specification

- Strong technical knowledge of applicable AML legislation with at least 3+ years of relevant law firm experience.
- Excellent analytical and problem-solving skills, with confidence and assertiveness in building relationships.
- Agile working style, capable of training and developing others, and managing high-pressure environments.
- Self-motivated and passionate about AML compliance.

Competencies

- | | |
|------------------------|-------------------------|
| • Client service | • Integrity and respect |
| • Interpersonal skills | • Inclusive |
| • Delivery focus | • Client-centric |

Contact

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