

Compliance Analyst 6 Month FTC London

Job Description



Making a difference



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.



We are committed to running our business responsibly

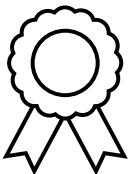
We know what it comes down to - how responsibly we conduct our business is a direct reflection of how responsible we are as people. In other words, only responsible people can run a business responsibly. We recognise that our long-term success as a responsible business depends on the health and resilience 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.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



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

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Committed

we drive performance



Authentic

we stay grounded



Forward-looking

we look beyond

Compliance Analyst – FTC

The General Counsel's Office is based in London and led by the firm's General Counsel.

The Team advises the firm on all aspects of its legal and regulatory duties, including financial crime compliance, SRA STaRS, risk management, client engagement terms, complaints and claims, internal investigations, insurance, governance, external vendor contracts and data privacy. The legal team currently comprises 9 lawyers and 2 paralegals.

Roles and Responsibilities

New Business Intake

- Carrying out CDD on a full range of clients including individuals, companies and trusts analysing CDD material provided by clients and advising whether further information is needed to complete the CDD process;
- Carrying out risk assessments at client inception and also when CDD records are updated to see whether the client presents a higher than usual risk of money laundering;
- Using a wide range of databases such as World Check, Companies House, Orbis and Experian to obtain CDD information;
- Carrying out research to establish whether there is any adverse press about a prospective client and assessing its relevance;
- Carrying out searches to identify whether a client is a politically exposed person (PEP) and preparing emails for Senior Management approval;
- Carrying out searches against the HM Treasury consolidated sanctions list (sanctions screening);
- Answering queries from clients, partners, fee earners and other support staff about CDD requirements

Ad Hoc

- Where appropriate, carrying out conflicts searches using data submitted by partners and other fee earners & reporting back to the partner/ fee earner on the results of the search;
- The role also involves assisting with certain administrative tasks such as keeping the team's filing up to date, archiving and data entry;
- Assisting with file audits;
- Ongoing PEP monitoring and sanctions screening for payments using Worldcheck;
- Comply with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Skills and Experience

- Previous experience with Elite and AML databases would be an advantage;

Person Specification

- The successful candidate will ideally be degree qualified;
- A particular interest in anti-money laundering and counter-terrorist financing work;
- Good IT skills including proficient use of Excel, Word and Outlook.

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Client - centric | • Responsible Business |

Contact

If you have any queries, please contact

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