

Analyst, Risk Assessment & Business Protection

Ashurst's Risk & Compliance Department, Glasgow

Recruitment

About Ashurst	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit www.ashurst.com.</p>
Department/Role overview	<p>Working as part of the Risk Assessment & Business Protection Team to discharge the legal obligation of the firm's lawyers (in all 31 offices in which we operate) to carry out financial crime and sanctions risk assessments on their clients and matters. Protecting the firm's lawyers from sanctions and penalties from crime enforcement agencies and regulators for failure to meet this obligation to a sufficient standard.</p> <p>Ensuring the firm as a whole meets its anti-money laundering and counter terrorist financing ("AML/CTF") obligations (and other associated requirements) worldwide.</p> <p>Ensuring the firm is protected from a reputational standpoint.</p> <p>Contributing to strategy panning for the efficient running of the team and delivery of a quality service to the wider business.</p> <p>Contributing to the professional development of Risk Officers and Senior Risk Officers.</p>
Main responsibilities	<p><u>Business as usual:</u></p> <ul style="list-style-type: none">• Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.• Address complex aspects of implementation of firm's AML/ABC compliance policies, raise process improvements and actively lead on implementation and training.• Research relevant information sources and international databases to compile the documentation needed to verify the identity of clients of the firm (and other relevant entities) by reference to the applicable jurisdictional legislation / regulation.

- Analyse sufficiency of identity documentation in the context of global firm policy, local anti-money laundering laws and regulations in the various jurisdictions in which we operate.
- Accurately record relevant client and matter information in the firm's Risk Assessment Database.
- Compose extensive written risk assessment, including technical analysis of money laundering, bribery, reputational and sanctions risks with reference to sectoral and jurisdictional risks and FATF identified risk typologies.
- Liaise with partners, fee earners and external clients, providing them with a comprehensive explanation of the relevant policy as well as local laws and regulations to support requests for client identification documentation that is not publicly available.
- Compose detailed escalations to MLRO and Head of Financial Crime (where appropriate), containing relevant risk information and in-depth legal analysis around whether the client/work fits within the firm's risk appetite or any potential obligation to report to crime authorities that may arise.
- Ensure the firm is adhering to its on-going monitoring obligations by periodically updating the documents and information we hold on our clients and composing updated technical written analysis. Escalating any new risk information to MLRO or Head of Financial Crime as appropriate.
- Deal with a variety of time sensitive queries from the business and find a resolution to these queries that comply with firm policy as well as local AML regulations in the 18 jurisdictions in which we have offices. Provide comprehensive legal explanations on these to the partner or fee earner.
- Provide the relevant matter team with detailed advice on the client or matter risk level, the nature of any risks identified, as well as conditions for 'clearance' from a risk perspective for every new client and matter.
- Liaise with mentors/Manager for guidance as required.
- Ensure all global suppliers of the firm are consolidated in our TPRM platform.
- Ensure supplier criticality, risk level, data access level and information security systems are analysed, recorded and any required remediation completed.

Mentoring & Quality Assurance:

- Review and provide feedback on risk assessments completed by junior members of the team and identify additional training and development needs.

	<ul style="list-style-type: none"> • Prepare junior team members for 'low, medium and high' risk "sign off". Prepare portfolio of risk assessments completed by junior team members that demonstrate their readiness for that responsibility and put forward application to Head of RABP for their "sign off". • Act as 'quality assurance' function for the team's BAU work. • Triage complex legal escalations before their review by Senior Management and MLRO, adapting and augmenting where appropriate and providing training and feedback to the escalation author. • Lead on preparation and delivery of additional training for junior team members. • Assume lead mentorship role for multiple junior members of staff, taking responsibility for their technical and professional development. • Complete various mentorship and feedback coaching training courses in-house. • Lead topic discussions in global team meetings. <p><u>Project work and control function:</u></p> <ul style="list-style-type: none"> • Work with senior members of Financial Crime & Risk team on the various live projects as required. • Suggest new project work as required and lead on project planning and implementation (if approved by manager). • Lead and direct other team members on the various live projects as required.
<p>Essential skills and experience</p>	<ul style="list-style-type: none"> • At least 2 – 2.5 years' experience in Anti-Money Laundering in the professional or financial services sector. • Knowledge of AML/CTF obligations. • Degree qualified in Law, Risk Management, Business, Politics, Economics or related discipline. • Strong organisational and research skills, attention to detail and ability to work well under pressure. • Ability to work efficiently, to prioritise and to meet deadlines. • Ability to read and understand policy and local legislation from across the 18 jurisdictions in which we operate. • Ability to demonstrate good judgement and an inquisitive mind. • Good team spirit: assist others, when necessary, with the resolution of contentious issues in a diplomatic manner. • Flexible, versatile and able to adapt to new situations, processes and technology.

	<ul style="list-style-type: none">• Keen interest in learning about the firm-wide legal practices, and its clients.• Analytical ability.• Good PC skills and experience working with Microsoft Word and Excel. <p><u>Desirable skills and experience</u></p> <ul style="list-style-type: none">• Knowledge of international sanctions regulatory work.• Experience of mentoring others.
Background checks	In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.
