

# Compliance Assistant – 12 month FTC

## *Business Acceptance (Risk and Compliance) – London*

### *The opportunity*

An opportunity has arisen to join our Business Acceptance team where each Compliance Assistant is involved in compliance management. Intapp is the firm's system for registering new clients and matters, including conflict checks and anti-money laundering (AML) and sanctions compliance. Accordingly, this recruitment is likely to provide the candidate with opportunities to learn and become proficient in areas beyond their current area of expertise. Training will be provided.

### *The firm*

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

### *The team*

The Business Acceptance team has 45+ members, comprising of Compliance Assistants, Junior Compliance Officers, Compliance Officers, Senior Compliance Officers, Compliance Team Leaders, Compliance Managers and Head of Business Acceptance. The central team are based in the London office, alongside a remote UK team and an Asia team in Hong Kong. The Business Acceptance team are responsible for client and matter inception. The team deal with all aspects surrounding matter opening including conflict checks on all new instructions and AML checks comprising of due diligence and sanctions compliance. The team works alongside Risk under the leadership of the General Counsel.

Bird & Bird is committed to providing a consistently high level of service for the firm and its partners and staff in relation to all risk and compliance issues. The firm's strategy is to position itself as a One Firm culture. We are looking for candidates with a keen interest in risk and compliance, taking a pragmatic and commercial approach, who are looking to develop their skills further.

### *Our promise*

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.



## What you'll do

Working together with a team of Compliance Assistants to support the Business Acceptance function.

### Compliance

- Maintain knowledge of the firm's relevant processes, policies and procedures and industry standards.
- Advise PAs, fee earners and partners on best practice in relation to client matter opening procedures.
- Handle incoming administrative queries from the wider firm in relation to the client and matter opening process through the helpline and Business Acceptance Inbox.
- Liaise with members of the Business Acceptance team to divert emails and queries as appropriate.
- Managing access to Information Barriers in line with the firm's policies.
- Creating and managing client Groupings in line with the firm's policies.
- Undertaking compliance checks for Supplier Vendors in line with the firm's policies.
- Dealing with Client/Matter Partner changes and Matter Closures in line with the firm's policies.
- Occasionally required to work with Accounts, Cashiers, Marketing and Business Development, Financial Systems and IT departments.



### AML

Dependent on business needs, there may be additional opportunity to be involved with the following:

- Undertaking research on new and existing clients by using data provider software and other online sources.
- Collating the client due diligence research.
- Recording the decisions taken to onboard the client and undertaking risk assessments whilst applying a risk based approach.

### Conflicts

Dependent on business needs, there may be additional opportunity to be involved with the following:

- Processing and vetting pre-conflict checked Intapp forms for existing clients.

## About you

### General

- Excellent communicator.
- Excellent attention to detail.
- Team player.
- Good organisational skills.
- Ability and enthusiasm to work in a fast paced environment dealing with a high volume of emails and queries.
- Ability and enthusiasm to handle complex workflow by prioritising work effectively and identifying level of detail needed for each task.
- Excellent command of written/spoken English, and the ability to tailor style as appropriate. Ability to communicate with non-native English speakers is essential.





- Conscientious and methodical approach and the ability to analyse.
- To recognise when to escalate an issue and to whom.
- Willingness to learn and develop as the role itself develops. A self-starter who shows readiness to ask questions and verify information.
- Essential applications experience: Word and Outlook. Intapp and Aderant, preferred but not essential.

**Risk & Compliance**

- Knowledge of SRA rules and AML legislation (desirable but not essential).

**Qualifications and Experience**

- Law degree or GDL/LPC (desirable but not essential).

*The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.*

*Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions.*



*We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).*

In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

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