

## Job Description | AML and Sanctions Analyst

**Department:** Business Acceptance Unit

**Location:** Manchester

**Role:** AML and Sanctions Analyst

### The Role

You will be responsible for assisting partners and other members of Clyde & Co with the new business inception process in line with legislation and regulatory requirements.

The focus of this role will be in relation to anti-money laundering processes for new and existing clients, on-going client monitoring, sanctions checks and other risk management procedures.

### Key Responsibilities

#### Anti-Money Laundering

- Researching, identifying and verifying new clients by using online data providers and any other online resources.
- Analysing and establishing the corporate structure for clients where relevant and tracing up to the ultimate beneficial owners.
- Advising Case Handlers on further details that are required from the client in the event that information is not available in the public domain or documentation is required on identified individuals.
- Researching and identifying PEPs and high risk clients by creating an online profile.
- Attributing a risk rating to the client and escalating the client to the Team Leader, Head of BAU where a decision needs to be made upon analysis of documentation and risk.
- Seeking sign off from MLRO's and Risk Partners when required and advising the Case Handlers on any steps that need to be taken to mitigate the risks associated with the client.
- Assisting in the on-going monitoring for existing clients and updating Client Due Diligence for existing clients.
- Recording all AML documentation, communication and risk rating in the Client Risk Assessment section of the client and matter inception software, with a clear synopsis of how the client rating has been attributed stating any mitigating factors and follow up steps that need to be taken by the BAU or Case Handlers.

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## Compliance

- Maintaining technical knowledge, expertise and know how on the nature of the work each department undertakes in the Firm, AML and sanctions.
- Screening all clients and matters for sanctions and escalating any adverse findings to the Risk Team and Sanctions Partners
- Answering queries from Case Handlers and escalating urgent queries to the appropriate individual within the department.
- Assisting on the execution of projects as and when they arise.

## Essential Skills & Experience

- Knowledge of anti-money laundering legislation (Desirable).
- Strong MS Office.
- Meticulous attention to detail.
- Strong customer focus.
- Excellent written and verbal communication skills.
- Degree or other relevant qualifications (Desirable).
- Experience using Intapp, Elite Enterprise or similar management systems (Desirable).
- Strategic thinker with commercial awareness.
- Service orientated: Recognising internal and external clients and the importance of service delivery.
- Ability to work as part of a team and using own initiative, manage own workload and adapt to changing priorities.
- Adaptable to new systems, procedures and requirements of role.
- Flexible approach: Willing to assist others in achieving team objectives.
- Confident dealing with senior management and ensuring service levels are adhered to. Well-disciplined and self-motivated.
- Ability to work well under pressure.
- Confident and proactive approach.
- Enthusiastic and positive attitude.

## The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the

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environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement
- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

## Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

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