

Job Description | Risk Paralegal

The Role

Department: Risk Department

Location: London

Reporting to: In-House Lawyer

Role: Paralegal

Working Pattern: Monday to Friday

Hours: 09:30 to 17:30

The Team

The Risk Department provides support to the firm's senior management and to the wider business, to ensure that the firm develops and maintains the very highest standards of professional conduct, optimally manages risk and ensures compliance with legal and regulatory requirements.

The role is to provide risk and compliance support to the firm's General Counsel, COLP and COFA and to the wider business, to ensure that the firm develops and maintains the very highest standards in the manner in which the professional standards of conduct are applied in client relationships, in its management of risk and its compliance with regulatory requirements. The role will also assist in promoting best practice in these areas throughout the firm's international network. The successful candidate will work with paralegals and in-house lawyers in the firm's Risk Team.

Key Responsibilities

- Maintaining the firm's database of service level agreements.
- Researching legal and regulatory issues and assisting in the production of related guidance, practice notes, templates and training materials.
- Attending to the firm's information barrier systems.
- Assisting with the administration of the Risk Team's various email inboxes.
- Performance of sanctions checks.
- Maintaining and updating the Risk Team's intranet pages.
- Helping with the administration and delivery of training and awareness programmes and materials for lawyers and other staff.
- Assisting with the regular review and updating of the firm's policies and procedures, risk registers, breach registers, compliance plans, engagement letters and another documentation and records.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

Experience and Skills Required

- Experience working in a leading Central London or major regional firm.
- Strong organisational, communication and project management skills.
- Excellent interpersonal skills – the person will liaise with both lawyers and business services groups, in each case at all levels of seniority.
- Strong analytical skills and ability to focus on detail but also on the larger picture.
- Ability to write clear, accurate and practical guidance and precedents.

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.