

TITLE	JUNIOR AML ANALYST (12 MONTH FTC)
JOB CODE	

Position summary	Provides direct support to the Senior AML Analyst and the AML Analyst and is responsible for assisting with monitoring and controlling the Firm’s risk and compliance in relation to AML (anti-money laundering), CTF (counter-terrorist financing), KYC (know your customer requirements) checks and related compliance issues.
Key relationships	Senior AML Analyst, AML Analyst, MLCO/MLRO, COFA, Assistant General Counsel
Key duties include but are not limited to	<p><u>Essential duties</u></p> <ul style="list-style-type: none"> • AML/CTF: Understand all relevant internal and external rules, regulations and procedures, guidance and best practice, including SRA regulations and guidance and Law Society guidance. • Ensure AML record keeping and administration tasks are performed to a high standard and with detailed care and attention. • Perform new business intake tasks in the London office e.g. carrying out Client Due Diligence (CDD) and AML database checks using various databases and search facilities. • Liaise with lawyers and other colleagues globally (over 40 offices) in relation to UK AML/KYC requirements. • Undertake monitoring of the Firm’s clients in compliance with ongoing monitoring obligations and monitor risk assessment processes. • Assist in the preparation for internal and external audits of the Firm’s AML and related compliance procedures. • Assist in the ongoing maintenance of high risk and PEP registers. • Arrange for files to be reviewed in accordance with the SRA regulations; conduct the administrative elements of file reviews. • Attend meetings with the MLCO/MLRO as required. • Assist with Risk and Compliance induction for all new joiners; review the SRA code of conduct and guidance in relation to AML; assist with client inception, conflicts and AML processes. • Assist with Risk and Compliance training for fee earners and secretaries. <p><u>Additional duties</u></p> <ul style="list-style-type: none"> • Perform other duties and responsibilities as directed.
Qualifications	<ul style="list-style-type: none"> • Bachelor’s degree (preferably in Law, Business or other related degree) • Legal Practice Course (LPC)/Graduate Diploma in Law (GDL) qualified desirable • Certified Anti Money Laundering Specialist / ICA qualification desirable
Experience and skills required	<ul style="list-style-type: none"> • Minimum of one year’s risk and compliance or relevant experience preferred. • Experience liaising with secretaries and lawyers in relation to compliance issues arising on matters. • Good knowledge of the SRA regulations, Money Laundering Regulations and other current legislation essential. • Attention to detail; a self-starter with ability to prioritise assignments, use initiative, make decisions, take responsibility, and communicate with good interpersonal skills to personnel at all levels. • Strong writing, analytical and critical thinking skills. • Commercial and pragmatic approach. • Proficient computer skills, including, but not limited to, knowledge of relevant databases.

	<ul style="list-style-type: none"> • Professional attitude with an ability to meet tight deadlines and remain calm under pressure. • Strong written and oral communication skills. • Ability to work extended hours on a short-term and limited basis to accommodate short-term activity spikes and urgent requests. • Ability to work independently and as part of a team. • Computer literate and able to utilise spreadsheet technology to achieve the key task areas.
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<p>Equal Employment Opportunity</p>	<p>The Firm is an equal opportunity employer. It is the policy of the Firm that employment decisions shall be based on merit, qualifications and competence. Employment practices shall not be influenced or affected by virtue of a person's race, colour, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, disability, military status or any other characteristic protected by applicable law. This policy governs all aspects of employment including, without limitation, recruiting, hiring, compensation, benefits, promotion, assignment and dismissal. In addition, it is the Firm's policy to provide an environment that is free of unlawful harassment of any kind including, without limitation, that which is sexual, racial, age-related, disability-related or ethnic background-related.</p>
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Note: Nothing in this job description restricts the firm's right to assign or reassign duties and responsibilities to this position at any time. Information provided represents the usual method of accomplishing the duties in this job. Reasonable accommodations will be considered in appropriate circumstances.