



Practice Area:	Risk and Compliance
Location:	Wimbledon, London
Vacancy:	Risk and Compliance Coordinator
Working hours:	Monday to Friday, 9am to 5:30pm
Duration:	Permanent

The Firm

Capsticks is a leading provider of legal services to the health, social care and housing sectors, as well as in the field of professional discipline. The firm has a turnover of c£38m and 400 staff - including more than 250 fee earners - across its 4 offices in London, Birmingham, Leeds and Winchester and acts for a wide range of long standing clients in both the public and private sector including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, defence organisations, independent healthcare providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at www.capsticks.com.

The Role

This is a hands-on role as a member of the busy Risk and Compliance team responsible for the development and maintenance of effective risk management and compliance standards at Capsticks. The Risk and Compliance Coordinator will support the Head of Risk and the Risk and Compliance Executives to achieve compliance with the requirements of the SRA and the ICO, and to maintain the firm's accreditations: ISO9001 (quality assurance) and ISO27001 (information security).

Main Duties and Responsibilities

- Responsible for setting up and monitoring Information Barriers;
- Assisting with organising internal audits and the annual external audits;
- Dealing with routine compliance enquiries on AML, conflicts and internal policy and procedure;
- Assisting with information security and data protection queries and keeping records in respect of any incidents up to date;
- Assisting with maintaining and developing risk registers;
- Liaising with partners and divisional heads to ensure that complaints are recorded and tracked to ensure responses are sent out in line with agreed timescales.

Capsticks is committed to recruiting the best people to maintain its status as legal adviser of choice and the successful candidate will need to demonstrate that they have/are:

- Educated to degree standard or can demonstrate relevant work experience in a law firm
- Good communication (written and oral) skills;
- An excellent telephone manner;
- Excellent attention to detail;
- The ability to work to tight deadlines on a daily basis and remain calm under pressure;
- The ability to take responsibility for their own workload;
- Good interpersonal skills, highly organised and reliable;
- And are willing and proactive.

This is an excellent opportunity to begin a career in Risk and Compliance (R & C) in a proactive and enthusiastic team. You will gain an understanding of R&C concepts and have the opportunity to develop the practical skills required to progress in this ever growing industry. Candidates should be available to start immediately, or as soon as possible, and if you are interested in applying for this position please visit our website and submit your application via the online portal.

Capsticks is an equal opportunities employer

Capsticks is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

Capsticks is an agile firm and is open to conversations about flexible working.