



Compliance Analyst

Compliance Department

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester, we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators but in particular, we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects and Property. Over the past few years, we have grown significantly and now have approximately 240 employees.

Job Purpose

The role will be to assist the Compliance Manager and the COLP.

Main Duties and Responsibilities

Working within the Compliance Department of a full service law firm, the role will be broad and varied. This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Updating key information in compliance policies, plans and procedures;
- Reviewing client due diligence documentation and carrying out risk assessments, ongoing monitoring and due diligence for on various client types (e.g. registered societies, housing associations, charities, financial institutions, private individuals);
- Analysing and establishing the corporate structure for clients where relevant, and tracing up to the ultimate beneficial owners;
- Assisting in the ongoing monitoring of existing clients and updating due diligence for existing clients;
- Providing advice on AML/CTF to fee earners and other professionals;
- Obtaining relevant information on new matters, if required, in order to make a judgement call on whether a conflict or potential conflict is present;
- Screening all clients and matters for sanctions;
- Assisting in the review of the compliance policies and procedures and the management of the firm’s quality accreditations (Lexcel, ISO27001 and CQS);
- Conducting ad-hoc research in all areas of compliance;
- Maintaining various records including the training and induction logs of compliance training;
- General administrative support for the department e.g. filing, photocopying, scanning, printing, binding, post distribution;
- Organising meeting and diary assistance for the Compliance Manager;

- Organising and maintaining tidy and accurate files both in hard copy and electronically;
- Assisting with the archiving of compliance files;
- Assisting with the Lexcel Independent File Reviews and Lexcel Annual Maintenance;
- Any other duties as may be requested from time to time by the Compliance Manager or other Business Services Heads of Department.

Person Specification

Essential skills

- 6 months' compliance experience from within a law firm;
- Educated to degree level and a strong working knowledge of SRA rules;
- Previous experience working in a law firm;
- A track record of being able to make decisions on compliance matters;
- Working knowledge of AML rules;
- Excellent interpersonal skills – the person will liaise with both lawyers and business services groups, in each case at all levels of seniority and from all offices;
- Excellent time management, planning and organisational skills;
- Proficient with Microsoft applications, including Outlook, Word and Excel;
- A high attention to detail to produce work/documentation which is consistently of a high standard;
- Good communication skills, both written and verbal;
- Ability to prioritise workload to increase efficiency for the team;
- Logical approach to problem solving and analysing issues;
- Excellent research skills;
- Capable of working under pressure with commitment to deliver under tight deadlines;
- Ability to handle sensitive and confidential management issues and information with discretion;
- Pragmatic, solution oriented mind-set.

Desirable skills

- Experience of accreditation marks such as LEXCEL and CQS;
- AML certification (e.g. ICA Certificate in AML);
- Experience in introducing elements of automation tools/IT in compliance procedures.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason, we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.