



## Compliance Coordinator *Compliance Department (London)*

### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services throughout England and Wales. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development. Over the past few years, we have grown significantly and now have approximately 350 employees and a growing international reach.

### **Job Purpose**

We are recruiting a Compliance Coordinator to work within our Compliance Department. Based in our London office, the role is to provide comprehensive administrative support to the Head of Compliance and Senior Compliance Advisor.

### **Main Duties and Responsibilities**

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.

- General administrative support for the department e.g. filing, photocopying, scanning, printing, binding, post distribution, typing, receiving of phone calls;
- Organising meeting and diary assistance for the Head of Compliance and Senior Compliance Advisor
- Assisting with the Lexcel Independent File Reviews and Lexcel Annual Maintenance;
- Assisting with the firm's online training and identifying staff who have not completed their training;
- Updating various Compliance registers;
- Monitoring the firm's Compliance Policies and assisting with updating them;
- Assisting with the firm's annual CQS re-accreditation;
- Provide a friendly and professional point of contact for the Compliance Team for any queries or concerns.

- Conducting AML/CDD of varying levels of complexity across a range of sectors, practices, and jurisdictions on all new and appropriate existing client instructions in a timely and efficient manner
- Anti-Money Laundering - assisting with implementing and conducting Know Your Customer (KYC) process,
- Performing due diligence checks on new and existing counterparties to identify risks and ensure compliance with applicable laws and regulations.
- Compliance training - assisting with set up and implement the online training program
- Assisting members of the team with research projects and day-to-day compliance with AML regulatory matters as they arise
- Analysing conflict search results to identify potential legal commercial conflicts
- Administering ongoing monitoring, enhanced due diligence and sanction regime procedures.
- Participate in internal audits and compliance reviews.
- Conduct checks to determine if a client is a PEP
- Advise and provide training on the firm's compliance policies and procedures
- Maintain compliance registers
- Any other duties as may be requested from time to time by the Head of Compliance or the Senior Compliance Advisor.

### **Person Specification**

- Educated to degree level or above;
- Must have experience working at a law firm;
- A minimum of 2 years' experience with Lexcel;
- Experience using Partner for Windows;
- Good understanding of Microsoft applications, including Outlook, Word and Excel;
- Familiar with pdf applications such as Adobe, pdfDocs and Foxit;
- Ability to conduct thorough research;
- Ability to prioritise workload to increase efficiency for the department;
- Team player, robust, reliable, flexible, discreet, calm & unflappable, multi-tasker, approachable, able to prioritise, self-starter.
- Exceptional attention to detail and a proactive approach to problem-solving

- Self-driven with ability to work independently and within a team environment
- A quick learner and conversant with technology/software
- Personable - comfortable liaising with stakeholders at all levels across the global firm
- Able to work in a fast-paced environment.
- Demonstrates initiative and strong client focus, with a willingness to take ownership of tasks or provide solutions to issues that arise.
- Knowledge of regulatory client onboarding obligations including conflicts, client due diligence and anti-money laundering.
- Knowledge and understanding of the Money Laundering Regulations
- Excellent attention to detail and accuracy
- Excellent verbal, written and face-to-face communication skills

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](mailto:support.recruit@devonshires.co.uk) and complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*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](http://www.devonshires.com).*