

Junior Risk & Compliance Analyst – 6 month contract

The Role:

The Junior Risk and Compliance role involves advising and supporting fee earners and business functions on client matter conduct including client care, conflicts, anti-money laundering, sanctions, file management and ensuring that risk and compliance checks are completed in good time. The role entails carrying out background analysis, requesting documentation from clients, reporting, and advising progress. The ideal candidate would be someone with a law degree who is motivated, proactive and hard-working.

Duties:

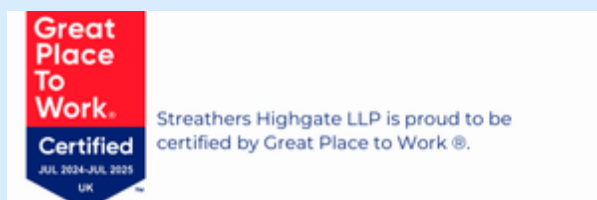
- File opening and client onboarding.
- Reviewing open and closed matters to ensure records are accurate and up to date.
- Updating the firm's case management system with relevant compliance information.
- Assisting in drafting low-risk client and matter risk assessments.
- Supporting the onboarding process by reviewing and verifying client identification and basic due diligence documents.
- Conducting screening for PEPs, sanctions, and adverse media, escalating concerns as needed.
- Assisting in conflict checks and reviewing basic conflict check results.
- Liaising with fee-earners and paralegals to request outstanding compliance information.
- Handling administrative compliance tasks, such as maintaining accurate records and filing supporting documents.
- Assisting in retrospective spot checks on clients and matters.
- Supporting the Risk & Compliance team with regulatory and procedural updates.
- Assisting the Risk & Compliance Manager with projects and process improvements.

Skills and qualifications:

- Excellent communication and interpersonal skills.
- Able to confidently liaise with clients and colleagues at all levels.
- Strong organisational skills and prioritisation in high volume situations.
- Able to multi-task, manage time sensitive matters and take responsibility for delegated tasks.
- Excellent technical skills.
- Able to apply initiative and analyse data with attention to detail.
- Must be proactive and thrive in a busy, team-oriented environment.
- Law degree or GDL/LPC with a minimum 2:1 grade is essential.
- Prior experience working within a legal environment is essential.
- Prior experience working in a Compliance function at a law firm is desirable.

Benefits:

- 25 days holiday a year; plus, birthdays and the period between Christmas and New Year.



- Pension contributions as per the Streathers pension scheme
- Group Life Assurance Scheme which offers financial support to colleagues' families in the event of an unexpected death.
- An extremely friendly and welcoming working environment.
- A growing wellbeing programme with an exceptional range of initiatives and benefits such as the Employee Assistance Programme. This offers all colleagues generous access to professional services to help with wellbeing and mental health.
- Free training opportunities.
- Monthly socials and a heavily subsidised annual trip with the wider Streathers team.
- Bicycle funding as part of the Cycle to Work scheme.

Working Hours:

Weekdays from 9.30am to 5.30pm with an hour lunch break.

Please apply by sending your CV and cover letter to : hrnorthlondon@sdslaw.co.uk

