

Bristows

The firm

Bristows is a market leading law firm with a global client base across our core sectors of Life Sciences and technology.

The firm has maintained its high standing in the market by the exceptional quality of our lawyers and the strength and depth of our scientific and legal expertise. We have an all equity partnership that has remained stable over many years

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Risk & Compliance Manager

Risk & Compliance

The Risk & Compliance team

The recently set up Risk & Compliance team at Bristows are developing the firm's approach to R&C by implementing new processes related to AML, conflicts and other regulatory and compliance matters. The team also provide advice and training to the practice groups to ensure knowledge is up to date and best practices are developed. On occasion, the R&C team will be involved in client advice due to their expert knowledge on the topic.

Key responsibilities:

- Day to day management of capacity to ensure timely completion of; CCD processes and screening for PEPs, Sanctions, Adverse Media searches, Ad hoc searches that are required
- Checking all CDDs carried out by the team and approving on the system for time recording
- Providing training and support to the team, fee-earners and business service staff
- Undertaking appraisals for the team
- Managing all internal Compliance systems and e-verification tools
- Responding and dealing with escalated and high-risk queries from the team and escalating to senior management where appropriate
- Keeping up to date with all sanction regime updates
- Reviewing and assisting with client risk assessments and the firm wide risk assessment
- Reviewing and assisting with complicated client and beneficial owner identification
- Administering ongoing monitoring and enhanced due diligence procedure.
- Working with the COLP/MLRO, and risk committee to run a newly formed a centralised risk function

The right candidate – Skills & Experience:

- At least 4-5 years' experience in legal or corporate sector.

- Good commercial awareness and general knowledge.
- Experience in a corporate/commercial research role or experience of anti-money laundering searching in a law firm or equivalent industry is desired but not essential
- Competent understanding of business entities and their structures or experience of searching commercial databases e.g. BVD, Dun and Bradstreet Avention or similar.
- Understanding of SRA Client Due Diligence requirements would be an advantage.
- Proficient user of Microsoft Office and Document Management Systems.
- A fast learner with the ability to hit the ground running.
- Analytical and methodical with attention to detail.
- Good communication skills – both written and verbal.

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We value face to face collaboration and the social element of working relationships. Our remote Working Policy enables staff to work in an agile way. We don't monitor attendance, but simply ask that everyone spends on average across the year more time in the office than out of it - typically three days a week for a full time employee. We provide a comprehensive home working set up including laptop, additional monitors, mouse, keyboard, headphone, chair etc as required.

Our firm values, which we very much "live", are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. We are signatories to the Mindful Business Charter and take our commitment to staff welfare and work life balance very seriously.

None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture. No one is competing for hours and everyone knows they can enjoy downtime when it arrives.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive. Our Charities Committee is equally busy and puts on a range of events from sporting to baking to our Christmas Craft Shop, all in aid of our Charity of the Year.

Our Wellbeing Programme is championed at partner level and is structured around the pillars of Physical, Mental, Financial and Community wellbeing with an annual programme of events, educational activities and support.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team are able to provide personal coaching and guidance in non-legal and personal management skills.

Numerous opportunities exist for legal and non-legal training opportunities both within the firm and also externally and our Learning & Development team are on hand to advise on any additional needs or interests. Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training. Many of the team have obtained their Higher Rights Certificate.

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Reward & benefits

Our salary and bonus structure reflects our lack of billing targets and collaborative culture – we set salary bands for most levels of PQE and any bonus is paid as a simple percentage bonus across the whole firm. We

have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families at its heart.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years. It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender identity, marital or civil partnership status, pregnancy, race, religion or belief, sex, sexual orientation and trans status. For more information about D&I policies and practices at the firm, please [see here](#).

For more information on our [firm values, see here](#).