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## Conflicts Analyst

**Department:** Risk & Compliance

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### 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 with 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.

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

- Work within the Risk and Compliance team. The team is newly formed, and now seeks a conflicts specialist
- Conducting conflict checks, analysing and interpreting complex search results for conflict analysis and reporting
- Investigating potential legal and commercial conflicts and working with the business
- Liaising with partners and other fee earners to resolve any conflicts of interest
- Assessing conflicts information contained within the firm's systems
- Establishing information barriers and dealing with day to day queries
- Escalating high risk matters, including preparing reports to the firm's management and conflicts committee

### Skills & experience

- Graduate calibre with at least two years' experience in a similar role in a law firm or other regulated professional services firm
- Good commercial awareness and general knowledge.
- Familiarity with Intapp Conflicts system
- Good research skills/methodical approach to compliance issues.
- Understanding of SRA Client Due Diligence requirements
- Proficient user of Microsoft Office and Document Management Systems
- 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 are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but simply ask that everyone spends on average across the year more time in the office than out of it.

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.

## 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 can provide personal coaching and guidance in non-legal and personal management skills.

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.

## Reward & benefits

Our salary and bonus structure reflects our lack of billing targets and collaborative culture 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.

## 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.

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.

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, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).