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## Conflicts & AML Analyst

**Department:** Risk & Compliance

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### The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

### The team

The Risk & Compliance team are responsible for developing the firms' processes and approach to anti-money laundering (AML), conflicts and other regulatory 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

- To conduct the Client Due Diligence aspects of the onboarding process for new clients and existing clients, where appropriate
- To compile client and matter risk assessments for all types of clients and comment on the risk scoring assigned by the partner making the request
- Ongoing monitoring of new and existing clients
- Responding and supporting with high risk queries from the team and escalating to firm's management where appropriate
- Help with partner and fee earning training
- Maintain an up-to-date knowledge of current AML regulations, best practices, and procedures
- Managing and assessing AML information contained within the firm's systems
- Establishing information barriers and dealing with day to day queries
- To carry out research using online commercial databases and national company registries
- To complete routine Sanctions, PEP, and adverse media searches.
- Liaising with partners and other fee earners to resolve any conflicts of interest/on boarding issues
- Conducting conflict checks, analysing and interpreting complex search results for conflict analysis and reporting
- Helping with file audits

### Skills & experience

- Graduate calibre with at least two years' experience in a similar role in a law firm or other regulated professional services firm (essential)

- Good commercial awareness and general knowledge including understanding of SRA Client Due Diligence requirements
- Familiarity with Intapp Conflicts and Intake system (desirable)
- Confidence in managing multiple priorities in a fast-paced environment.
- Ability to work independently and also to liaise with other departments
- Good research skills/methodical approach to compliance issues
- 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 ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

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. 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.

## **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 absence 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.

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](#).