

Conflicts & AML Analyst

Department: Risk & Compliance

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

- Conduct comprehensive conflict of interest searches, analyse conflict check search results carefully and communicate findings effectively so that appropriate actions can be taken.
- Manage the resolution of identified conflict issues by escalating complex cases when required for further investigation.
- Liaising with partners and other fee earners to resolve any conflicts of interest / client onboarding issues.
- Establishing information barriers and dealing with day-to-day queries from partners and lawyers relating to conflict of interest and client onboarding.
- 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 the 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.
- Conduct thorough research (including routine sanctions, PEP, and adverse media searches) using company registries, corporate databases, and risk screening software to verify client information and assess potential risks.
- Helping with file audits.

Skills & experience

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- Graduate calibre with at least two years' experience in a similar role in a commercial law firm or other regulated professional services firm (essential).
 - Solid experience handling conflicts and confidential information (running conflicts of interest searches, analysing results, and liaising with partners to resolve conflicts issues), and AML/CDD ideally in a commercial law firm (essential).
 - Proficient user of Intapp Conflicts (essential) and Intake system (desirable).
 - Sound awareness of commercial issues and ability to resolve them pragmatically.
 - Good commercial awareness and general knowledge including understanding of the SRA Client Due Diligence requirements.
 - Confidence in managing multiple priorities in a fast-paced environment.
 - A proven ability to work both independently on assigned tasks as well as collaboratively within a supportive team environment is important.
 - Analytical and good research skills/methodical approach to work with excellent attention to detail.
 - Proficient user of Microsoft Office and Document Management Systems.
 - Flexible and effective verbal and written communication skills with the ability to build and maintain relationships with all members of the Firm.

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](#).