Job and Person Specification

Job Title: Compliance Executive

Location: Manchester City Centre (hybrid working)

Salary: Competitive, plus benefits

Reports to: Compliance Supervisor

**About the Company**

gunnercooke is the blueprint for the future of legal services, a firm that is passionately, obsessively focused on brilliant service for its clients. A law firm, with a difference.

We’ve taken away lots of the constraints that prevent lawyers from giving a brilliant client service and we’ve replaced them with a model that attracts the best legal talent to join us, giving them the freedom to invest fully into their client relationships.

**The Role**

An exciting opportunity has arisen for a role within the Compliance team providing business critical services, as well as leading on the delivery of the firm’s drive for quality and excellence.

The firm’s approach to risk, compliance and quality is critical to our continued success and growth. You will help to ensure that the firm meets its business objectives, that the Compliance team meets its internal SLA’s and help ensure that the firm continues to meet all of its regulatory and legislative requirements, ensuring that first-class compliance is embedded into the firm’s culture.

**Main Responsibilities**

* Responsible for file opening and ensuring that all necessary ancillary compliance checks, including conflict checks, KYC verification and AML checks, are completed in a timely manner;
* Helping to maintain the Compliance in-box, assisting the firm’s partners and support lawyers in relation to day-to-day compliance questions or queries, resolving issues or escalating such enquiries to other Compliance team members as appropriate;
* Ensuring that client files are closed and archived or otherwise sent to the firm’s off-site storage facility appropriately, as required from time to time;
* Assisting the Compliance Supervisor with reports, administrative tasks and general housekeeping;
* Assisting in the provision of induction training or other basic compliance training to partners and support lawyers as may be required from time to time;
* Assisting the Compliance Supervisor in ensuring that the Compliance team provides an effective and supportive risk management and compliance function to the firm’s partners at all times;
* Helping to embed and maintain a proactive culture of risk management across gunner*cooke,* helping our lawyers to deliver excellence;
* Helping to ensure compliance at all times across the firm with the SRA Code of Conduct, POCA and Money Laundering Regulations 2017 and related legislation;
* Carrying out such other responsibilities within the Compliance team as may be required from time to time.
* Adhering to and always promoting the firm’s values

**The Person**

Skills and Abilities

The successful candidate will have:

* Excellent attention to detail.
* A methodical and consistent approach to their work.
* Excellent people skills, consistent with the firm’s commitment to placing our supportive culture at the heart of everything we do.
* Outstanding organisational and interpersonal skills, the ability to meet deadlines and delivering exceptional service to internal clients.
* A calm, professional, welcoming approach, with the ability to work under pressure.
* Ability to plan and meet objectives.
* Be able to maintain a positive and cheerful approach to building strong working relationships with a wide variety of colleagues and partners.
* Be a good team player demonstrating loyalty and commitment to the firm and your team.
* Have good general IT competency—able to use basic MS Office to intermediate/advanced level.

For more information about gunnercooke please visit [www.gunnercooke.com](http://www.gunnercooke.com)