



ABD legal Services Ltd

<b>Job Title:</b>	Risk & Compliance Lawyer	<b>Job Category:</b>	N/A
<b>Department/Group:</b>	Risk & Compliance	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	Ideally Devizes, Swindon or Marlborough although we are flexible in terms of location and our other office locations will be considered.	<b>Travel Required:</b>	Yes, if required to local offices
<b>Level/Salary Range:</b>	Competitive	<b>Position Type:</b>	Part time, permanent, ideally 2/3 days per week, maximum of 21 hours. We can be flexible with days and hours if necessary.
<b>Responsibility to:</b>	Partner – Risk & Compliance		

**Job Description**

**About Awdry Law:**

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses. Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

**Why You'll Love Working with Us:**

Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success. We have a fantastic group of people who work hard, are dedicated, and demonstrate great commitment so in return for aiming towards these standards, we will back you, help you to improve and support you in being the best we can.

Our values are the platform upon which everything is built:

**Everything starts with you**

People matter, whether you are a client or part of our team

**Always driving forwards**

We always show ambition and energy to achieve results

**Be Brilliant**

We create positivity, excellence and innovation in all we do

**Every person, every time**

We are consistent and reliable and give our best, every time.

**The Role:**

This new and exciting role will be working closely with the firm's Partner - Risk and Compliance. You will be assisting with complaints and the Legal Ombudsman, GDPR/DSARs and Anti-Money Laundering queries. You will also assist in mitigating regulatory risks, AML/CDD procedures and liaise closely across all departments working to keep all of our policies and procedures in line with legal regulations.

**Typical Activities:**

**Key Responsibilities: -**

- Modelling Awdry Law values Model Company values in personal work behaviours, contributions, and interpersonal interactions.
- Supporting the Partner, Risk & Compliance on various projects
- Horizon scanning for AML and GDPR issues and discussion in order to identify updates required on the firm's policies and procedures
- Identifying compliance training needs and for arranging whole firm compliance training
- Dealing with complaints from clients and liaising with Heads of Department
- Taking direction from our Partner, Risk & Compliance on any tasks that must be completed.
- Monitoring the implementation of new projects and procedures from a data privacy perspective.
- Assisting with the Lexcel accreditation process.
- Assisting with internal audits
- Production of reports for the firm's renewal of PI and cyber policies
- Assist with the management and monitoring of continued compliance with relevant legislation.

What we need from you:

**Skills**

**Essential:**

- Have very keen eye for detail
- Strong IT skills including Word, Excel, Outlook, and Teams.
- Provision of high levels of client service
- Effective verbal and written communication skills.
- Strong time management skills and self -motivation
- Ability to work independently and also be a team player
- Sharp critical thinking skills
- Capable researcher
- To act with due care and diligence
- To be results orientated.
- The ability to build effective and collaborative relationships with clients and colleagues.

**Experience**

**Essential:**

- Previous experience in a professional services environment/legal environment
- Solicitor or legally qualified
- Experience in legal compliance and/ or litigation

**Additional Notes:**

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	