

Wedlake Bell

Position: Anti-Money Laundering Assistant (12 Months FTC)

Reports to: Anti-Money Laundering Manager

Hours of work: 9:30am – 5:30pm Monday to Friday with one hour lunch break

Main responsibility: To assist with the provision of an efficient and effective AML service.

Duties include:

- Helping with the 'on boarding' of new clients.
- Carrying out various customer due diligence checks using online databases (BvD, World Check, etc)
- Obtaining company documents from Companies House and the equivalent services in other jurisdictions.
- Liaising with secretaries, fee-earners and partners regarding queries on the new client forms and the documents submitted.
- Uploading documents and entering data on to the new online client forms
- Escalating matters with higher risk factors and/or issues to the Anti-Money Laundering Manager.
- Reviewing AML documents for existing clients.
- Deal with day-to-day queries regarding the firms AML policies and their implementation.
- Any ad hoc tasks/queries which may be required from time to time.

Essential Skills or Knowledge:

- Excellent communication skills – must be able to interact and communicate effectively across all levels of seniority and on both an internal and external basis. Must be able to utilise both oral and written communication to a very high standard;
- Must have the ability to formulate and maintain good working relationships both internally and externally;
- Able to work well under pressure and in keeping with deadlines;
- Must have excellent attention to detail;
- Strong IT, organizational skills
- Able to manage own workload and show initiative
- Flexible in approach to work
- Excellent written and verbal communication skills

Desirable Skills or Knowledge:

- Previous experience within a law firm would be an advantage;
- Has attained a relevant graduate or post-graduate legal qualification.