



Trainee Compliance Officer

£18,500

An exciting opportunity has arisen for a Trainee Compliance Officer to join our Wells team as soon as possible. This role covers 8.30 – 17.00, Monday to Friday and is inclusive of a one hour lunch break. You will receive 20 days annual leave, plus bank holidays with additional time off for the Christmas closing period.

Direction Law is a firm proudly built on relationships. With a staff of over 180, and with over 45 years' experience in providing a range of conveyancing and other legal services to private individuals, housing providers and business clients, our expertise and increased market share allow us to continually expand our business to meet the demands of our work providers and clients. We are therefore looking for enthusiastic individuals to join our business, who wish to be part of our success.

The purpose of this role is to provide proactive and professional administrative and compliance services to the firm, specifically in relation to new files being opened and proving source of funds from our clients. As a member of the team your role will be to assist in the processing of identification and financial documents from clients both new and existing.

Key duties of the role:

- Carrying out money laundering checks to ensure that the firm complies with its' obligations under anti-money laundering legislation and the firm's anti-money laundering policy and liaising with the firm's anti-money laundering compliance supervisor and/or Money Laundering Reporting Officer.
- Carrying out due diligence searches in respect of clients and matters, including client websites, Smartsearch and other appropriate systems and formats.
- Checking and verifying information provided clients and others.
- Arranging with the firm's management for the implementation of information barriers, where required.
- Dealing with AML enquiries from fee earners and support staff.
- Building a good rapport with fee earners and support staff.
- Any other reasonable tasks associated with the compliance process.
- To administer daily work within the restrictions of GDPR, Law Society Conveyancing Quality Scheme and Solicitors Regulation Authority.
- To adhere to policies and procedures of the Firm.
- To undertake additional tasks as deemed reasonable to meet the needs of the team

in the delivery of excellent client service.

The ideal candidate will:

- Be a self-motivated individual who is able administer their work within strict timeframes to meet the needs of the business.
- Be able to manage their workload to ensure compliance with firm policy and regulatory rules.
- Have excellent attention to detail.
- Be proactive to problem solving.
- Be able to consistently deliver a high standard of service.
- Be a confident IT user.
- Have outstanding communication skills, whether by email, letter, telephone, or face to face.
- Have a willingness to learn and develop expertise knowledge is essential as the legal industry is constantly evolving. In a busy office a polite and professional approach is a must.

Full training will be provided.

If you are interested in this position and would like to be considered, please send your CV with covering email to recruitment@directionlaw.co.uk.

You must be eligible to work in the UK.

No agencies, thank you.