

Job Description

Title:	Client Due Diligence (CDD) and Conflicts Administrator
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Head of Business Acceptance
Purpose of job:	To provide support to a new department at Kingsley Napley. The role will involve mainly client due diligence checks and client research, but will also include administration around new client matters, involvement with compliance projects and maintaining knowledge around the firm's processes and industry standards.
Specific duties:	<p>To include:</p> <ul style="list-style-type: none">• Completing CDD and Conflicts data entry and maintaining data quality by identifying & resolving areas for review• Supporting the CDD and Conflicts processing procedure in accordance with policy & procedures• Performing Sanctions Screening and Financial Crime Checks and analysing results identifying areas for review• Communicating with internal teams and external clients to ensure CDD collection is undertaken promptly following up as necessary to manage outstanding CDD• Remediation of existing CDD where required• Carrying out regular reviews of CDD information held in line with agreed policy and procedures• Carrying out ad-hoc project related tasks• Proactively assisting paralegals and analysts with due diligence collation and review• Provision of regular data to the Head of Business Acceptance as required.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Client Due Diligence (CDD) and Conflicts Administrator

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Can demonstrate strong problem-solving skills and an analytical mindset• Excellent administration, drafting skills and exceptional spelling, grammar and attention to detail• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Excellent research skills• Interest and enthusiasm for law
Client Care:	<ul style="list-style-type: none">• Experience of working within a busy environment where deadlines are clearly defined• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates where necessary• An understanding of the importance of good client care• Effective organisation skills and ability to multitask
Firm Wide Skills:	<ul style="list-style-type: none">• Good working knowledge of Microsoft packages and other relevant IT systems• Has an awareness of the importance of client confidentiality, information security and data protection
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Positive and professional approach to work and to team relations• Ability to relay information/ updates in a clear format and on time to a variety of people, including lawyers, support staff, fellow paralegals and clients.• Flexible and able to quickly adapt to changing tasks• Ability to handle confidential and sensitive information• Ability to work well under pressure

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.