

## Job Description

<b>Title:</b>	Client Due Diligence (CDD) and Conflicts Paralegal
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Head of Business Acceptance
<b>Purpose of job:</b>	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.
<b>Specific duties:</b>	<p>To include:</p> <ul style="list-style-type: none"><li>• Maintaining knowledge of the firm's processes and industry standards</li><li>• Answering administrative queries around the client matter opening process</li><li>• Assisting with maintenance and creation of information barriers</li><li>• Carrying out administrative tasks</li><li>• Opening new matters and clients</li><li>• Carrying out client due diligence checks and researching clients, (including PEP and sanctions screening) and escalating where necessary</li><li>• Communicating with fee earners about what will be required for high risk clients/ matters, sanctions and conflicts checks</li><li>• Analysing client information and client/matter risk assessments, escalating where needed</li><li>• Monitoring the team's emails and dealing with requests in a timely manner</li><li>• Assisting with on-going compliance projects</li><li>• Such other duties as may from time to time be given.</li></ul>

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.

## Person Specification

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

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.