

Job Description

Title:	Client Due Diligence and Conflicts Analyst (12 Month FTC)
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday
Responsible to:	Head of Business Acceptance
Purpose of job:	To act as a technical specialist within the Business Acceptance department, responsible for conducting client due diligence and conflict checks, supporting risk management, and contributing to process improvement. The Analyst operates with autonomy and accountability, demonstrating sound judgement, proactive problem-solving, and effective stakeholder engagement. The role bridges operational delivery and strategic contribution.

Specific duties: To include:

Technical Delivery & Risk Management

- Conduct thorough client due diligence (CDD) and conflict checks, including AML, sanctions, and PEP screening, ensuring compliance with firm policies and regulatory requirements.
- Assess risk in client/matter onboarding, proactively identify and where required escalate high-risk scenarios, and recommend pragmatic solutions.
- Maintain up-to-date knowledge of relevant regulations (SRA, AML, KYC) and apply them to daily operations.
- Demonstrate sound judgement, accountability, and a proactive approach to problem-solving.
- Operate with autonomy, demonstrating ownership for outcomes and the promotion of continuous improvement.
- Support with administrative tasks to cover team absence as required.

Stakeholder Engagement

- Collaborate with fee earners, internal clients, and other business services teams to ensure smooth onboarding and conflict resolution.
- Communicate requirements and outcomes clearly, supporting the firm in understanding compliance obligations.

Training & Knowledge Sharing

- Support the delivery of training if required to Administrators and Paralegals, sharing technical expertise and promoting best practice.
- Provide guidance on routine and moderately complex matters to Administrators and Paralegals.

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

Job Title: Client Due Diligence and Conflicts Analyst

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none"> • Language skills would be advantageous (but not essential)
Knowledge and Technical Ability:	<ul style="list-style-type: none"> • Deep understanding of AML, KYC, sanctions, and conflicts regulations • Ability to assess complex scenarios and recommend pragmatic solutions. • Good knowledge of the SRA's Codes of Conduct, and experience analysing and resolving complex conflicts. • Deep understanding of PEPs sanctions, and an understanding of complex corporate structures trusts and SPVs. • Interest and enthusiasm for law, and knowledge of current issues • Has 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
Client Care:	<ul style="list-style-type: none"> • Experience of working within a very 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 acute 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 • Excellent interpersonal skills to be able to work with a variety of people, including lawyers, support staff, fellow team members and clients. • Flexible and able to quickly adapt to changing tasks • Ability to handle confidential and sensitive information and 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.