

## CONFLICTS & COMPLIANCE OFFICER JOB DESCRIPTION

We're seeking a Conflicts & Compliance Officer to support our UK team on a wide range of regulatory and business compliance matters. Working closely with our Managing Partner and In-House Counsel, you'll play a pivotal role in managing conflicts of interest, ensuring anti-money laundering compliance, and supporting firm-wide governance initiatives.

### **Role and reporting**

You will be reporting to Nicola Boyle, Managing Partner, the firm's In-House Counsel and such other Partners and Directors as specified from time to time.

### **Purpose of the role**

The successful candidate will provide business support for the UK in a range of compliance issues. This will include running and analysis of conflicts and AML checks and liaising with our associated European and US offices, the US Conflicts Manager and the London Management Committee and Global Executive Committee where required on conflicts issues and information barriers. It will also include support on compliance for the London office across a wide range of areas, including maintaining registers, practice notes, reporting and training.

### **The firm**

Hausfeld is an award-winning law firm bringing a dynamic approach to resolving disputes in competition, commercial, tech, environmental, consumer and human rights law. We have offices across the US and Europe. We pioneered legal actions for competition damages in Europe and continue to innovate in using legal mechanisms to secure access to justice. We also have a successful commercial and financial services practice spanning wide range of disputes including shareholder actions and an active environmental group which has been involved in a number of high-profile proceedings. For more information, visit [hausfeld.com](https://hausfeld.com).

## **Diversity**

We are committed to DEI and have a DEI Committee and 5 active working groups focussing on Racial Justice, Women's Alliance, Disability, Social Inclusion and LGBTQ+. We have a strong track record in gender diversity across our offices including three female managing partners and through our DEI Committee and working groups are working on initiatives to extend our diversity efforts and were pleased to see this recognised as we received 'DEI Outstanding Firm' at the Chambers Europe Awards 2024. For more information on our DEI initiatives, visit our [website](#).

## **Working duties / responsibilities**

### **Conflicts:**

- Developing and maintaining an understanding of the firm's conflicts policies and procedures
- Conduct of conflict searches, research and analysis and evaluation of results
- Identification and research of potential conflicts issues
- Liaising with partners, US Conflicts Manager, London and Global Management Committees to resolve conflicts issues and communication to fee earners of results
- Preparation and communication of internal information barriers and maintain updates and internal circulation

### **AML Compliance:**

- Developing and maintaining an understanding of anti-money laundering requirements in the litigation context and assisting in implementing and developing the firm's procedures
- Completion of new client checks including review of identification documents, carrying out online searches, investigating ownership structures, documenting results and liaising with partners/case teams
- Liaison with partners and fee earners regarding queries and notifications where required.
- Management of client verification documents and records
- Assistance in internal AML training programme and queries from case teams

### **General Compliance:**

- Assistance in maintaining of, and updates to conflicts and file opening and closing forms
- Maintaining compliance registers for referral agreements, complaints, undertakings
- Assistance in overseeing completion of file reviews
- Assistance in SRA renewal and reporting
- Assistance in data retention policies and archiving and liaison with IT team
- Assistance in other compliance and risk management tasks where time permits/as requested by the London Management Committee, London Managing Partner or In-House Counsel

## **The ideal candidate / Essential attributes**

- Degree or equivalent relevant qualifications – desirable
- Previous experience working in a compliance, legal conflicts or risk management team

## **Beneficial attributes**

- Prior knowledge of the SRA Rules and anti-money laundering legislation
- Prior experience using Lexis, InTapp or other onboard programmes

## **Skills & Competencies**

- Strong research and analytical skills, organisation and attention to detail
- Ability to maintain confidentiality regarding sensitive business matters and exercise discretion
- Proven ability to prioritise tasks, meet deadlines in a fast-paced environment and keep calm under pressure
- Enthusiastic team player with positive approach and ability to work collaboratively and co-operatively
- Good communications skills (written and oral) and experience in working with different levels of personnel
- Flexible to handle changing priorities
- Proficient in Microsoft Word and Excel and strong IT literacy

## **Working hours**

The job is London-based, and you will benefit from our agile working policy which combines working from home with days in the office. Working hours are normally from 9:30 am to 5:30 pm but some flexibility in accordance with the needs of the business may be required.

## **Application**

Please email [recruitment-london@hausfeld.com](mailto:recruitment-london@hausfeld.com) enclosing your CV and cover letter.

Good luck with your application.