



JOB DESCRIPTION

Risk and Compliance Executive



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Position	Risk and Compliance Executive
Department	Risk and Compliance
Reporting to	Head of Risk and Compliance
Office	London

The Risk and Compliance Team

The Risk and Compliance Team is responsible for all areas of compliance and risk management for Nockolds. We aim to ensure that our business meets its regulatory and legislative obligations and to ensure that risk management processes are embedded into the firm's culture.

We are a proactive team and manage the firm's risk and compliance framework. We are also the focal point for the business for risk, regulatory and ethical issues. We have to think both commercially and practically to ensure we remain compliant and but also that we retain the core values of Nockolds.

The Role

To work collaboratively with the Head of Risk and Compliance, the Risk and Compliance Team and the wider business to embed a culture of effective risk management and provide advice and guidance on a wide range of issues impacting our firm.

The candidate must have a passion for risk and ethical values, enjoy unpicking complex issues and thrive on improving and setting new standards.

Main Responsibilities

- » To ensure compliance with all legal, regulatory, and professional rules by the firm and its staff, working in conjunction with the firm's
 - Managing Partner (COLP)
 - Head of Risk and Compliance
 - Money Laundering Reporting Officer (MLCO/MLRO)
 - Data Protection Officer (DPO)
 - Operational Board
- » To provide accurate and timely legal, regulatory, and ethical advice and guidance

- » To manage the firm’s suite of policies, plans and procedures ensuring they are up to date and relevant
- » To design and deliver risk and compliance training
- » To assist the MLCO/MLRO with updating the AML/CTF firm wide risk assessment, and monitoring the AML/CTF plans, controls and procedures including acting as the firm’s independent audit function
- » Oversight of the firm’s system of file reviews to include identifying and managing corrective action and trends
- » Investigating incidents and breaches and responding to complaints. Conducting analysis of trends and making recommendations to prevent reoccurrence
- » Monitoring and responding to client feedback
- » Preparing prompt notifications to our Professional Indemnity Insurer, to act as a point of contact for our brokers/claims handler and to assist with annual renewal of the firm’s insurance
- » Chairing the firm’s Customer Service Focus Group and to manage and champion the firm’s Customer Service Excellence Accreditation
- » Assisting with the management of the firm’s Lexcel and Conveyancing Quality Scheme Accreditations
- » Considering emerging risks, threats and any regulatory or legislative changes, as well as best practice, to ensure the firm maintains an effective risk and compliance framework
- » To conduct thematic reviews and project work as appropriate and to manage the integration of new regulatory processes and procedures
- » To supervise the work of the Risk and Compliance Co-Ordinator and the Risk and Compliance Assistant.

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Educated to Degree Level	Admitted to the Role of Solicitors or other legal professional
Experience	<p>Experience in a risk and compliance role within a legal practice</p> <p>Detailed understanding of Solicitors Regulation Authority’s regulatory arrangements, financial crime legislation, data protection and other relevant legislation</p>	<p>Commercial acumen</p> <p>Understanding of professional indemnity insurance</p>

<p>Personal Attributes</p>	<p>Well organised. Can take ownership of tasks and projects and manage own workload to meet deadlines but also keep others informed and know when to escalate issues</p> <p>Ability to think independently and engage with and influence colleagues at all levels</p> <p>Ability to work in a fast paced, reactive environment and manage multiple tasks</p> <p>Flexibility to juggle competing deadlines to ensure urgent matters are resolved in a timely manner</p> <p>Ability to explain and advise accurately and succinctly - both verbally and in writing</p> <p>Ability to challenge behaviour and processes</p>	
<p>Competencies</p>	<p>Excellent communicator, both written and oral, at all levels</p> <p>Strong team player - supporting and helping others in the team</p> <p>Excellent attention to detail</p> <p>Able to identify and extract the key risk issues from a scenario/incident</p> <p>IT proficient</p>	

January 2025