

<https://giaconsultancy.co.uk/job/risk-compliance-analyst/>

Risk and Compliance Analyst

Description

I am seeking candidates for an entry level position within Risk & Compliance for one of my favourite clients based in Manchester city centre.

The Compliance Analyst role is an integral part of the Risk & Compliance team with responsibility for a variety of tasks which support the firm's risk management framework.

The ideal candidate will have a law degree or equivalent legal training and a genuine interest in Risk & Compliance. Previous relevant experience would be advantageous but is not essential.

The role will be fully office-based for an initial settling in period of 6 months and thereafter hybrid working (1 day a week remote) will be available.

Based in the firm's head office in Spinningfields, Manchester, with occasional travel to offices in Liverpool and London. Full training will be provided but candidates with the following will have a distinct advantage.

DESIRABLE SKILLS AND KNOWLEDGE

- Law degree or equivalent legal training.
- Excellent attention to detail.
- Strong organisational skills
- Ability to work independently.

RESPONSIBILITIES AND DUTIES

- Complete procedural file reviews for all areas of the firm.
- Monitoring and actioning SmartSearch alerts and reporting back to fee earners.
- Handling risk & compliance queries from staff which come through to the central mailbox or via telephone.
- Maintain the firm's SRA records through mySRA, as well as practising certificates for solicitors and other lawyers.
- Completing the firm's bulking practising certificate renewal exercise.
- Managing the new starter process for the team which involves collating regulatory questionnaires, liaising with other central teams, speaking with heads of departments regarding any file or client transfers.
- Liaising with new starters to ensure their details are updated with the relevant regulatory board, and ensuring any relevant checks are carried out and training is completed.
- Delivering training sessions to the risk & compliance team on a range of subjects, as well as other ad-hoc training for staff on risk issues.
- Updating central registers, including the firm's staff list and those registers relating to logging internal breaches.
- Assisting the data protection lead with handling data breaches.
- Assisting in preparation for external assessments, such as Lexcel and CQS.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Duration of employment

Permanent

Industry

Risk and Compliance

Job Location

Manchester

Working Hours

35 hours per week

Date posted

May 16, 2025

Valid through

12.06.2025

- Research regarding legal and regulatory changes affecting the firm.
- Liaising with our Client Services Team and reviewing referral agreements.
- Supporting the risk & compliance team in a variety of day-to-day tasks.

THE REWARDS

As you would expect from a leading law firm, the salary is competitive, the benefits are wide ranging and generous and there is a structured path of development.

Apply now for immediate consideration.