Anti-Money Laundering Assistant

AML Compliance Department

Summary: Working as part of the AML Compliance Team supporting anti-money laundering and on-going compliance checks against the Firm's clients. Reporting into the AML Compliance Manager and the Director of AML Compliance.

Email Resume Here to Apply

Qualifications:

- Law graduate, LPC desirable.

Duties and Responsibilities:

Responsibilities

- Managing the AML Compliance Inbox, which involves categorising emails and providing an initial response to any hold emails.
- Responding to general queries from the secretaries and partners.
- Responding to chaser emails from the secretaries and partners ensuring the AML Analyst is aware of the urgency of the client/matter.
- Providing access to Requests for secretaries upon application.
- Directing finance related emails and expected funds emails to the AML Manager.
- Assist in assigning preliminary AML request emails to an AML Analyst.
- Reviewing AML forms as assigned via the internal New Business Intake system to verify that the information provided is complete and accurate.
- Identifying missing information and interacting with Firm lawyers, secretaries, and staff to gather additional information as needed for accurate Client Due Diligence.
- Conducting thorough and accurate Client Due Diligence by utilizing various software tools, publicly available resources, and internal databases. This includes verifying the identity of individual and corporate clients and related parties which includes the beneficial ownership.
- Escalating the client to a senior member of the team for remediation in the event an issue has been identified.
- Filtering and resolving the false positive matches from the ongoing monitoring notifications.

Duties and Responsibilities (continued):

- Supporting the AML Analysts by organizing the EMEA Timekeepers Report so that it is ready for conducting AML checks.
- Posting documents on the AML Compliance SharePoint Page.
- Ad hoc filing and administrative tasks.

Work Management

- Responding to general queries in a timely manner either through the helpline or the AML Support Inbox.
- Managing own workload or as directed by the AML Manager within the Intapp system and replying to emails in a responsive and appropriate manner.
- Escalating any identified issues to a senior member of the team.
- Working collaboratively as part of the AML team regarding workloads, queries, and projects.

Status: Non-Exempt
Reports To: AML Compliance Manager and the Director of AML Compliance
Workplace Type: Hybrid as needed