

# Anti-Money Laundering Compliance Manager

## AML Department

### Summary:

The AML Compliance Manager will be responsible for the effective day to day supervision and management of the team, supporting project delivery and contributing to the strategic development of the function across the Firm. This role reports to the Director of AML Compliance and the Chief Compliance Officer.

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### Qualifications:

- Educated to degree level, Law degree preferable and LPC desirable.
- Good working knowledge of all relevant legal and regulatory obligations (including Money Laundering Regulations, POCA, SAMLA, SRA Handbook, EU Money Laundering Directives, DFSA and ADGM rulebooks).
- Experience in delivering improvements in services, efficiencies, and championing change management and buy-in of global policies, controls, and processes.
- Ensure that all activities and duties are conducted in full compliance with our regulatory requirements and internal policies.
- A sound understanding of the nature of work in a multinational corporate law firm, its client base, and the markets in which it operates, and a familiarity with the structure of matters it takes on.
- Proven relevant experience in an established compliance team within a law firm.
- Ability to work calmly under pressure and manage multiple competing demands on your time.

### Duties and Responsibilities:

- Responsible for and supervision of the AML Compliance Team on their day-to-day tasks and activities to ensure the team is providing a prompt and effective service.
- Work with the Director of AML Compliance to ensure the AML Compliance Team adopts a continuous improvement model.
- Assist with the recruitment, retention, appraisals, and performance management of the AML Compliance Team, dealing with any performance issues and assisting with performance reviews.
- Facilitate the Firm's global client and matter acceptance process by analysing complex issues relating to financial crime, AML, sanctions, reputational and commercial risk.
- Guide Analysts in completing the client due diligence checks against proposed or existing clients and third-party payors in-line with regulatory standards and firm policy.
- Ensure the correct analysis is being applied to client and matter risk assessments.
- Advise on queries regarding third-party payors liaising with the Finance team when necessary.
- Assist the Analysts in escalations before they reach the Director of AML Compliance, Deputy MLRO's or MLRO's, including providing a walkthrough of any issues and a proposal as to whether a matter should be approved, rejected or if further information is needed.
- Oversee the management of the AML Compliance team Inbox.
- Horizon scan and escalate the Firm's AML policy, control and/ or procedural changes to the Director of AML Compliance for discussion and review.
- Support the Director of AML Compliance in conducting regular training for the AML Compliance Team to ensure the team are up to date with applicable AML laws and regulations with guidance

- Strong analytical skills and working knowledge and ability to use Compliance systems e.g., Intapp, Orbis, D&B, World Compliance or equivalent and 3E or equivalent.
- on how this shapes the Firm's policies, controls, and procedures.
- Co-ordinate, manage and assist in delivering the AML training plan for the AML Compliance Team, Lawyers, and Support Staff.
- Conduct quality assurance checks to ensure any system, process or procedural issues are identified and corrected with the AML Compliance Analyst or Team and escalate to the Director of AML Compliance for review.
- Assist in the completion of the regulatory questionnaires and returns for the DFSA and ADGM in the UAE.
- Provide support during regulatory audits and internal audits.
- Assist Partners and the Director of AML Compliance to make suspicious activity reports to the NCA or relevant body.
- Support and assist with AML Compliance related complex projects and strategic objectives as identified by the Director of AML Compliance.
- Support and aid the continuous development and review of AML Compliance software deployed by the department.
- Be actively part of the change management culture within the AML Compliance team and out towards the Firm's support functions, Lawyers and Partners.
- Provide AML advice and manage relationships with key internal stakeholder: Partners, Lawyers, Secretaries, Compliance Team, Conflicts Team, MLROs, Finance and IT.

**Status:** Exempt

**Reports To:** Director of AML Compliance and the Chief Compliance Officer.

**Workplace Type:** Hybrid as needed.