

Key information	
Job title	Risk & Compliance Officer (FTC – 12 Months)
Department:	Risk & Compliance
Team:	Risk & Compliance
Reports to:	Compliance Manager & Head of Risk and Compliance
Hours:	9:30 am- 5:30 pm (flexibility required)

## Why Forsters?

We are renowned for our private wealth and real estate focus, together with our strong corporate and commercial and dispute resolution teams. We work alongside individuals, families and businesses across a wide range of complex matters and situations.

What makes us different is how we build closer connections with our clients to deliver exceptional results. We do it through creating genuine relationships, a sharp focus on what matters to them and the flexibility to adapt our advice to their situation.

When you come through our door, you'll notice how genuinely open, friendly and authentic people are. We work well together because we have fun together. We take your happiness and wellbeing seriously. Here, you are free to express yourself and be the best you can be.

Delivering exceptional results takes on a different meaning at Forsters. For us, it's about being more closely connected to clients, each other and our communities. It's what drives us, them and you forward.

**Forsters: Closer connections. Exceptional results.**



## What sort of work?

The role of a Risk & Compliance Officer is to assist the Risk & Compliance team in all areas of internal and external legal compliance, primarily focusing on client due diligence procedures, ensuring compliance with the Money Laundering Regulations.

Main Duties & Responsibilities Include:

- To assist in ensuring that adequate CDD is conducted on all clients of the firm, initially focused on ensuring compliance with the firm's ongoing monitoring obligations under the Money Laundering Regulations 2017.
- To review client matter files (existing and new) to ensure proper client opening, maintenance and 'Customer Due Diligence' (CDD) procedures have been followed.
- To answer AML queries raised by the fee earners and secretaries and to escalate these to the Compliance Manager, Head of Risk and Compliance and MLRO as and when appropriate.
- To research and provide opinions on complex AML related queries as directed by the Compliance Manager.
- To communicate regularly with, and to immediately report any problems or potential areas of compliance concern to, the Compliance Manager as appropriate.
- To provide monthly updates to the wider Compliance team on issues raised or trends identified.
- To support and develop internal AML knowledge and best practice within the fee earning teams.
- To research and provide opinions on complex AML related queries as directed by the Compliance Manager.

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## Why this team?

We are leaders in our field and you will be part of a team with an outstanding reputation, working with high quality clients on high quality matters delivering exceptional outcomes. We will encourage you to be entrepreneurial, explore ideas and make your mark. We will provide you with the support you need to grow professionally and personally to reach your full potential.

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## What is the environment?

You'll be in an environment of happiness, collaboration and flexibility. We take our work seriously and being happy and having fun is an integral part of that. We work both in and out of the office in Marylebone depending on what's best for our clients, our team, our business and our professional growth.

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## Are we right for you?

We are looking for you to bring your energy and enthusiasm to work every day and to collaborate and work with colleagues as one team, to listen and consider each other. We ask you to take responsibility for your growth and development, share your ideas and let us know what you want to achieve. We are looking for you to get involved in our responsible business activities, pro bono, community and sustainability initiatives.

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## Other skills required:

- (Preferable but not essential) Educated to degree level (LLB preferred, England & Wales or equivalent jurisdiction)
  - Excellent interpersonal skills
  - Excellent analytical skills and attention to detail
  - A high standard of written and oral communication
  - Positive and robust attitude with a high level of personal motivation
  - Will always strive for excellent levels of internal and external client service
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## Other skills required:

- Organised manner with ability to prioritise workload
  - Motivated and pro-active with a 'can-do' approach
  - Can adhere to tight and demanding deadlines
  - Ability to interact with people at all levels
  - Calm and efficient under pressure
  - Flexible as regards to time and duties.
  - Proficient in use of MS Office (specifically Word, Excel)
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## Equal Opportunities

Forsters LLP is an equal opportunities employer and is committed to ensuring an inclusive and accessible hiring experience for everyone.

We strive to attract and encourage applications from all candidates regardless of their gender, age, race, nationality, marital status, disability, sex, sexual orientation or religious beliefs.

If you require any support or adjustments in the application or hiring process, please let us know.

