**ANTI-MONEY LAUNDERING COMPLIANCE OFFICER**

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| **Job Title** | Anti-Money Laundering Compliance Officer  |
| **Jobholder** | New post |
| **Salary Scale**  | Up to £35,000 per annum |
| **Working Pattern** | 9am – 5pm, Monday to Friday with one hour for lunch |
| **Reports To** | MLRO and the Finance Director |
| **Job Purpose** | To manage all compliance and risk management aspects in the area of Anti Money Laundering and Source of funds/Source of wealth in line with relevant rules and regulations and firmwide agreed risk framework. |
|  | It is hoped that after approximately 12-18 months this role may expand to cover other areas of risk and compliance in the firm such as conflict checking, GDPR, the client engagement process etc |
| **Management Responsibility for** | Anti-Money Laundering Compliance Assistant (Fixed term)  |

**Main Duties and Responsibilities**

* Ensure Murray Beith Murray are compliant with all Law Society of Scotland requirements and legislation in the field of Anti-Money Laundering risk management and compliance;
* Perform Anti-Money Laundering (AML) client due diligence (CDD)/KYC information on new and existing clients and perform any additional research as necessary;
* Supervise the completion of KYC/CDD checks by the AML compliance assistant;
* Diligently review and assess the CDD/KYC work performed on each active client by fee earners to ensure it is robust, complete and compliant with the AML Regulations in force and is being kept up to date on an ongoing basis as required.
* Ensure AML and firm reputational risk are considered at new client and matter take on and ensure KYC/CDD has been performed timeously;
* Perform and review PEP and sanctions searches as necessary on natural persons, collecting personal identification and storing securely;
* Update systems, databases and registers to ensure the firm’s AML central records are correct at all times;
* Management of the firm’s online search tool to include responding to alerts and ongoing monitoring;
* Support maintenance and development of the firm's AML framework on an ongoing basis as required;
* Provide all aspects of support to the firm, and its partners with regards to AML/KYC/CDD;
* Respond to AML queries raised by fee earners and escalate where necessary;
* Undertake regular file reviews on the firm’s compliance with AML regulations and the firms stated processes and procedures, and thereafter providing a written report on findings to the MLRO and the Finance Director;
* Preparation of monthly AML statistics/reports for the MLRO’s review and onwards submission to the Management Board;
* Ensure appropriate procedures and controls are in place in the area of source of funds to maintain compliance with the required AML legislation;
* Review all client funds received on an ongoing basis to ensure the firm’s policies and procedures in this area have been complied with by all involved;
* Review all payments requested to be made by fee earners, checking that appropriate and sufficient AML paperwork is in place prior to processing;
* Maintain and update the firm’s AML firmwide risk assessment annually or following a trigger event;
* Complete any Law Society of Scotland survey/s on AML or any other AML compliance information requests as required;
* Monitor and keep fully informed of new procedures, guidance and current best practice, including the Legal Sector Affinity Group guidance, Law Society of Scotland guidance, JMLSG guidance, FATF alerts etc;
* Be proactive in the identification of actual and potential business risk, and provide solutions to mitigate this risk;
* On an ongoing basis review, propose and implement improvements to the firm’s processes and procedures relating to information governance in the area of AML/CDD;
* Manage and implement a rolling AML training program for all relevant employees;
* Advise the MLRO and Finance Director on areas where AML controls should be improved;
* Briefing and reporting to the MLRO and Finance Director all matters relating to AML compliance policies and procedures;
* Undertake additional compliance responsibilities as requested.

**Skills, Knowledge and Experience**

* Strong operational depth of experience in AML compliance preferably within a law firm/professional services environment.
* Detailed knowledge of the AML Regulations currently in force and their practical implementation.
* Excellent interpersonal skills, both written and oral.
* Strong research and analytical skills.
* High level of accuracy, problem-solving ability and attention to detail.
* Good organisational skills and the ability to prioritise tasks.

If you wish to apply for this role, please send your CV and covering letter, via e-mail to recruitment@murraybeith.co.uk or by post to: Recruitment, Murray Beith Murray, 3 Glenfinlas Street, Edinburgh, EH3 6AQ.