



Compliance Officer

Berwins is a law firm which works to deliver passion and care in all it does - to its' clients, work, people and community. We care for the needs of our clients and the quality of the work we do for them; we work with clients to achieve their needs, take ownership of their issues and strive to be accessible on their terms, not our own.

Berwins is proud to have been listed in the Legal 500 and Chambers Directories for many years and is Lexcel accredited and is an Investor in People. It also holds the Law Society's CQS accreditation for the quality of its conveyancing work.

Background to role

Berwins has grown over the last few years and there is now a need for a Compliance Officer to provide support to the COLP and COFA

You would be part of our Operations team providing support to the lawyers and fee-earners on all regulatory and compliance issues.

The right person for the job will be confident and enthusiastic, with a "can do" attitude. You will be able to work as part of a team. You will need patience, tact and an eye for detail.

You will be joining an established and highly regarded company who has a friendly atmosphere where a large proportion of its employees have a long service record.

Specific Responsibilities

- Report to the COLP and COFA on the firm's regulatory and compliance issues
- Monitoring the SRA's regulatory requirements and keeping COLP and COFA advised as to all necessary steps to be taken to ensure that the Firm is fully compliant with all necessary regulations.
- Dealing with regulatory training either conducting such training personally or arranging for others to do so. This includes training on regulatory areas but also includes areas such as money laundering, equality and diversity training, health and safety training etc.
- Ensure that the results of file review audits are followed up by all teams.
- Update the Practice Manual as necessary as a result of all regulatory requirements, revise as needed and ensure that all policies are reviewed as required.
- Deal with daily Money Laundering and regulatory questions daily from all employees of the Firm.
- Regularly checking the SRA Sanctions list, Home Office Sanctions List, Treasury Sanctions List and ensuring the Firm is aware of any developments required in this regard.

- Deal with the Regulatory part of the Induction process
- Dealing with procedural requirements in respect of complaints against the Firm, liaising with the Independent Complaints Analyst and if required dealing with the Legal Ombudsman.
- Preparing Annual reports for all regulatory policies and procedures
- Deal with any queries the SRA might have from time to time.

A full job description is available and will be provided on application.

Reports/Relationships

Reports to – COLP and COFA; Compliance Director (currently the COLP)

Other relationships – Directors and all staff

Employment Terms

- Salary dependent on experience.
- Your employment would be subject to an initial 3 month probationary period to assess your suitability for the role.

Working hours and holiday:

- Open to Discussion

We also operate a flexi-time system.

We are looking to fill this role as soon as possible.

To apply please send your CV to Stephen Root via StephenRoot@berwin.co.uk

Berwins is an Investor in People. Berwins welcomes applications from suitably qualified people regardless of gender, race, ethnic or national origin, religion, marital status, disability or sexual orientation. All applications for employment are considered strictly on merit.