

AML Officer

Department: AML

Location: Scotland

Contract type: Permanent, Full
Time

About Gilson Gray

Gilson Gray's AML team is part of Gilson Gray's continually growing organisation. Gilson Gray LLP is a comprehensive law firm, offering expert legal, property and financial services. We support clients throughout their entire lifetime.

Based in Edinburgh, Glasgow, Aberdeen, Dundee, North Berwick, Lincoln, and London we focus on ensuring we provide the highest level of advice and on-going service to our clients. We are ambitious and have significantly grown the team over the course of the last year. We pride ourselves in looking after our clients personally and providing the utmost standard of service.

This role can be based in any of our Scottish offices.

Our Team

We are looking to hire a highly driven AML officer to join one of our successful AML department within Scotland.

We are an enthusiastic team that support each other in order to achieve a great working environment. We value each other's expertise and opinion and pride ourselves in offering an inclusive, enjoyable and motivating place to work.

The Role

We are looking for an enthusiastic and proactive self-starter to join our busy AML team. Reporting into our MLRO, the role is primarily focused on ensuring that the Firm's compliance processes are running efficiently. The individual will also be an integral part of the team.

While the role is being targeted at those with legal firm finance experience, we would be very open to those who have experience in this area.

As the Firm continues to grow, there is the potential for the role to grow also.

Reporting to the MLRO, the AML Officer will be responsible for and assist with:

- Developing and implementing policies and procedures for anti-money laundering (AML) compliance.
- Conducting risk assessments and due diligence on customers, transactions, and products.
- Conducting and reviewing source of funds and source of wealth checks, both directly and through file audits or reviews.
- Monitoring and reporting suspicious activities and transactions to the MLRO and assisting in the preparation of any suspicious activity reports.
- Providing training and guidance to staff on AML compliance

The role is on a full-time basis and will involve considering AML issues for the Gilson Gray group, both in Scotland and England.



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Required Knowledge and Experience

- Relevant experience in AML compliance, with knowledge of conveyancing transactions and their AML risks a benefit.
- Relevant experience working in an AML compliance team.
- Knowledge of AML laws, regulations, and best practices (LSAG being an advantage)
- Analytical and problem-solving skills
- Attention to detail and accuracy
- Capable of using own initiative with excellent interpersonal and organisational skills.
- Good communication skills with the ability to communicate appropriately both verbally and in writing at all levels.
- Proactive, with the ability to work independently and as part of a team.

Our ideal candidate would also

- Have experience of working in a legal firm or other professional services would be desirable.
- Have experience of working in a legal firm or other professional services business.
- Understanding the conveyancing processes and its specific AML risk factors

Benefits

- A competitive salary with annual review and potential bonus award depending upon performance
- 32 days holiday a year (includes bank holidays)
- Birthday day off
- 3 x Death in Service benefits
- Membership of an occupational pension scheme
- Wellbeing initiatives and opportunity to access online Health Provider

This is an exciting time to join us. Think this is for you?

Get in touch for a confidential chat about how you can become part of the team at recruitment@gilsongray.co.uk



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