



GILSON GRAY

LAW • PROPERTY • FINANCE

Senior AML Compliance Assistant

Full Time

Senior AML Compliance Assistant

Overall Objective

Gilson Gray is growing rapidly and we are looking for an enthusiastic and proactive self-starter to join our busy finance team. Reporting into the Assistant Finance Director (AFD), 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 Finance team.

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

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

Required Knowledge and Experience

- Experience of working in a firm of solicitors or other professional services
- Experience of AML (anti-money laundering) compliance
- Broad understanding of AML and how you verify and identify individuals and companies
- Experience of working in the finance or compliance function of a legal firm
- While there is no direct management responsibility experience of mentoring junior team members would also be useful

Skills Required

- Ability to work to tight deadlines
- Strong interpersonal skills - the ability to communicate effectively across the firm and also to push back when required
- Attention to detail
- Strong team player
- Proactive approach – takes ownership of issues – a “can do” attitude
- Good Excel skills – ability to manipulate data - text to columns, =left, =right etc.

Tasks - AML

- Managing the Firm's AML workload
- Building up a knowledge bank of AML corner cases and sharing that bank with both the Finance team and with the wider firm
- Work proactively with fee earners so they don't make the same mistake twice
- Training the firm on AML
- AML induction for new starts
- Liaising with relevant lawyers to update AML policies and procedures
- Consider compliance processes and how they could be optimised

Tasks - Finance

- Working closely with the AFD and the other Senior Finance Assistants structuring work across the team
- Manage the WIP and disbursement write off process in conjunction with the AFD
- Liaising with fee earners on client balances – work in progress, disbursements, debit balances
- Preparing and issuing firm wide reports on behalf of the AFD as required for LSS compliance
- Processing fees and credit notes and liaising with credit controllers to cancel and amend fees

CVs should be sent to:
recruitment@gilsongray.co.uk

Edinburgh

29 Rutland Square, Edinburgh EH1 2BW
T: 0131 516 5354 F: 0131 516 5378

Glasgow

160 West George Street, Glasgow G2 2HG
T: 0141 530 2021 F: 0141 530 2035

East Lothian

33 Westgate, North Berwick EH39 4AG
T: 01620 893 481 F: 01620 894 442

Dundee

11 South Tay Street, Dundee DD1 1NY
T: 01382 549 321 F: 01382 549 322

gilsongray.co.uk

 @GilsonGray

 gilsongray

 gilsongray

 gilsongray

