**Job description**

**Job title:** Professional Ethics & Compliance Assistant

**Department:** Professional Ethics & Compliance

**Location:** London or Manchester

**Reporting to:** Head of Professional Ethics & Compliance

**Hours:** 9.30am-5.30pm

**Contract:** Permanent

**Salary:** Competitive, provided upon request

**Benefits:** 29 days’ holiday per annum inclusive of 4 days’ compulsory leave to be taken during the Christmas office closure, plus all public and bank holidays; contributory pension scheme; life assurance (4 times annual salary); private medical insurance; interest free season ticket loan; childcare vouchers; cycle to work scheme; electric vehicle scheme.  We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**About the Professional Ethics & Compliance Team:**

The team promote a firmwide culture of ethical conduct, risk management and regulatory compliance, including in the management of client monies, working with everyone in the firm to continuously improve our standards and awareness. This means the team are proactively mitigating risks by providing advice, training, policy updates, audits, systems analysis and answering queries. Partners with specific responsibilities for compliance are advised and supported to help the firm meet its regulatory and statutory obligations.

**Overall purpose of the role**

Reporting to the Head of Professional Ethics & Compliance, the role holder will play an active role in providing support to the Head and the wider Compliance team in maintaining ethical and compliance standards at Leigh Day. This includes support to manage the organisation of compliance inboxes, registers, bundles and templates with an opportunity to pro- actively develop these records in keeping with our regulatory requirements and learning the varied aspects of legal compliance.

**Main duties and responsibilities**

* Providing the team with expertise and support in advanced use of Microsoft Word, Excel, PowerPoint, Teams and other relevant software, including the firm’s case and document management systems.
* Producing accurate documents (templates and precedents), correspondence, minutes and meeting notes as required.
* Assisting with the bundling of documents
* Establish and maintain efficient electronic filing systems for Head of Department, including minutes, emails, regularly updating information with timely and accurate filing of correspondence and documents and sorting / paginating evidence.
* Recording queries and maintaining up to date information on the Firm’s compliance registers, monitoring that actions are completed
* Managing the Compliance Inbox as the first point of contact to allocate queries from the firm to the Compliance team
* Assist as required with supporting the team to deliver compliance requirements of Lexcel and Lexcel assessments
* Assisting with setting up of Compliance training for new joiners
* Organising and keeping up to date the departmental rota for Compliance team
* Collating documents for Compliance bulletin
* Assisting to set up team meetings on a weekly basis.

**Person Specification**

* Degree level or equivalent qualification
* Genuine interest to work in legal and regulatory compliance
* Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook)
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders
* Proven ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude
* Excellent attention to detail
* Willing and proactive, with demonstrable ability to take responsibility for your own workload
* Proven ability to work and contribute in a team environment
* Ability to deal with confidential, sensitive information with trust, integrity and confidence
* Have the highest standards of professional ethics.