

New Vacancy SENIOR COMPLIANCE OFFICER/MANAGER Bromsgrove or Kidderminster office

We have a fantastic opportunity for a Senior Compliance Officer or Manager to join our team in either Bromsgrove or Kidderminster.

The role and opportunity

Working closely with our COLP/Compliance Partner and COFA, and supported by a small admin team whom you will manage, you will be responsible for:

- taking a proactive approach to identify and manage key areas of risk, ensuring mfg complies with all legal and regulatory requirements and developments.
- working collaboratively with key stakeholders to maintain high professional standards, agreeing and executing any necessary timetables of action to fulfil compliance requirements.
- o coordinating ISO audits and administering any recommended changes.
- maintaining, developing and enhancing mfg's professional standards framework, encompassing key policies/procedures and controls, and ensuring their effective implementation firmwide.
- providing advice, guidance and support to partners and staff on matters relating to professional conduct, standards and compliance (including the SRA Code of Conduct, anti-money laundering, GDPR and other areas of due diligence), and overseeing the annual fit and proper/practising certificate renewal.
- working with key stakeholders to promote a culture of continuous improvement, sharing industry best practice and encouraging divisions to implement corrective action as may be needed.
- maintaining accurate records to assist with compliance management and reporting, including the firm's central register of policies/procedures and coordinating timely reviews/updates by those responsible.
- o designing and delivering, or ensuring the delivery of, appropriate compliance training for new and existing staff.
- coordinating and escalating internal breach and complaints reports appropriately, identifying patterns/risk trends and helping to develop strategies and improvements to address these (policy/process changes, training etc).
- analysing and advising on potential conflict and confidentiality issues, escalating as necessary and ensuring appropriate actions are taken to mitigate risk.
- o providing relevant advice to the COLP and COFA.
- o providing mfg's Management Board with regular compliance updates and management information, including proposals to mitigate areas of risk.
- o supervising members of the archiving and admin team.

About you

Articulate and possessing a strong sense of attention to detail, you will have excellent written and verbal communication skills. Being able to manage a multifaceted workload is essential, as is the ability to influence change and continuous improvement. A key facet will be a keenness to learn and keep up-to-date on both industry standards and legal/regulatory changes, imparting your knowledge on colleagues, whilst maintaining effective controls and reporting procedures. You will have an analytical and meticulous approach to work, and be proficient with all aspects of ICT. Fundamentally, we're looking for someone forward thinking.

You will ideally have experience of working in a professional services/regulatory environment, with strong knowledge and practical understanding of the role of a Solicitor and key areas of compliance and professional standards. Previous managerial experience would be beneficial.

About mfg

Recognised in the Legal 500 and Chambers Guide, we're a successful, and growing, leading regional law firm with offices across the Midlands. We're dynamic and forward-thinking with a modern outlook yet traditional backbone, tracing our roots back to 1556. As a full service firm, our disciplines span private client to corporate/commercial and with over 220 partners and staff, we are able to offer real breadth in our expertise and resourcing. Click here to see more.

The team

Reporting to the firm's Compliance Partner, you will manage our respected Compliance and administrative support team in helping drive effective risk management across the business. Whilst the ability to be self-sufficient and self-motivated are important, there's very much an emphasis on working together and supporting our 'one team' ethos.

Why join us?

Crucially, we put people first and are proud of the supportive culture we've created in which there's a focus on work/life balance, wellbeing and engagement - in a recent survey, over 90% responded that it's a great place to work and they're proud to work here.

We offer a rewarding career of quality work and a fantastic environment in which people grow. You'll get a competitive salary, 25 days' holiday per year (plus three days at Christmas and of course Bank Holidays), healthcare provision, life insurance and other perks. Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish. Many of our people are actively involved in CSR, Sports & Social and Health & Wellbeing groups.

Apply now

Please email your up-to-date CV and cover letter, setting out your suitability and salary expectations, to recruitment@mfgsolicitors.com. Interviews will be arranged as suitable applicants apply.