

**New Vacancy**  
**COMPLIANCE AND FILE CLOSURE ASSISTANT**  
**Kidderminster (flexible to work at all offices)**

**The firm**

mfg Solicitors is a successful, and growing, leading regional law firm with offices in Birmingham, Worcestershire and Shropshire. An award winning, dynamic and forward-thinking firm with a modern outlook yet traditional backbone, our roots go back as far as 1556.

A 'full service' firm, we provide a balanced portfolio of private client, corporate, commercial and agricultural services across eight core divisions.

Our aim is to employ a diverse section of the community (and beyond) to supply an expansive and high quality set of legal services to clients across the region.

The firm is going through an exciting period of change with a new leadership team and Board appointments, and we are tapping into the energy and enthusiasm of our people in whom our future lies. Further investment and effort with our people and infrastructure continue to be key to our success.

We now have a fantastic opportunity for a Compliance and File Closure Assistant to join our Compliance team in Kidderminster.

**The role and opportunity**

This is a key role in which you will be assisting with various aspects of compliance administration, and will involve compiling, monitoring, and analysing compliance with the firm's policies and procedures including liaising with fee earners. The role holder will be required to keep meticulous records to ensure the firm can demonstrate full compliance with its regulatory requirements as well as audit and inspection purposes. The successful candidate will also assist with closing and archiving files and associated tasks.

You will be diligent and organised with a good eye for detail, as well as possessing excellent interpersonal skills. Whilst working as part of a team, you will be a self-starter with the ability to show initiative. Proficiency in the use of information and communications technology is essential.

**The team**

Reporting into the firm's Compliance Partner, you will be part of our compliance and administrative support team of five people in which there is very much an emphasis on working together and collaborating towards team goals. Given the nature of work, there will be occasions where you are working 'standalone' so the ability to be self-sufficient and self-motivated are key attributes, whilst understanding the importance of your contribution to the wider team.

## **Why join us?**

- As a regional firm with over 200 partners and staff, we provide opportunities for you to make a difference. At the core lie mfg's values, 'one team' ethos and supportive culture... it's a fantastic environment in which people grow.
- Notwithstanding a good work ethic, we expect our people to maintain a healthy work/life balance. Working and managing time effectively is key to a satisfying work environment.
- Corporate Social Responsibility – you will be part of a firm that supports local economies and communities. Earlier this year, we celebrated our fundraising of £8,000 for several local charities in the last 12 months, and continue to strengthen and develop our CSR proposition.
- You'll get a competitive salary, 22 days' holiday plus three additional days at Christmas (and of course Bank Holidays), healthcare provision, pension and other perks.

## **Apply now**

Please email your up-to-date CV and covering letter, setting out your suitability and salary expectations, to [recruitment@mfgsolicitors.com](mailto:recruitment@mfgsolicitors.com)

Interviews will be arranged as suitable applicants apply.