



Job Title: Financial Compliance Inspector

Team: Financial Compliance Team

Reporting to: Financial Compliance Manager

Responsible for: N/A

Job Purpose:

To examine the books and records of Scottish solicitors to ensure compliance with the Accounts Rules and that client funds held are properly accounted for.

To also ensure that practice units are complying with the Anti-Money Laundering (AML) Regulations 2017.

Working as part of a team or individually.

Key Responsibilities:

Inspecting the books & records of solicitors practice units

1. To review trial balances and all books, records and accounts.
2. To carry out invested funds reconciliations by agreeing balances to third party confirmation and following through reconciling items.
3. To carry out detailed checking of client bank reconciliations and follow through reconciling items.
4. To review daily transactions to select ledgers and files for detailed vouching.
5. To identify and follow through discrepancies and matters of concern to a conclusion.
6. To prepare reports with full details of findings and matters of concern.
7. To discuss matters included in the report with solicitor.
8. To provide recommendation for any further action to solicitor and internal committee.
9. To review relevant reports and information to highlight trends, issues etc. Review other forms of information on firms. E.g. desk based or self-assessment and Accounts Certificates.

Contribute to the team's work on interpretation of the Accounts Rules and other regulations and providing guidance.

1. To deal with enquiries from solicitors and representatives of their firm.
2. To attend and participate in departmental meetings.
3. To participate in delivering workshops and seminars.
4. To deal with correspondence arising from inspections and Accounts Certificates.
5. To carry out any other reasonable duties that may be expected by the Financial Compliance Manager

Date: May 2022



	Essential	Desirable
Qualifications & Training		<ul style="list-style-type: none"> • SOLAS • HND Accountancy or equivalent • Customer Care training
Work Experience	<ul style="list-style-type: none"> • Book-keeping/Accounting experience OR • Internal/External Audit/Regulatory/Risk Management experience 	<ul style="list-style-type: none"> • Legal office cash room experience including accounts rules application. • Conveyancing experience • Application of Anti-Money Laundering regulations • Delivering training and presentations
Knowledge & Skills	<ul style="list-style-type: none"> • Ability to analyse and assess information. • Ability to present information clearly and concisely, both orally and in written form. • Ability to plan and organise workloads 	<ul style="list-style-type: none"> • Ability to use computer packages – Word and Excel • Knowledge of Accounts Rules • Ability to manage time out with an office environment
Competencies & Values	<ul style="list-style-type: none"> • Self-Management • Team Working • Customers (Internal & External) • As an individual values respect; openness, progress, integrity and inclusion 	
Other	<ul style="list-style-type: none"> • Driving licence • Able to work effectively from home where necessary • Able to work regularly from Edinburgh based office • Ability to work unsociable hours • Ability to stay away from home on overnight stays on an occasional basis 	<ul style="list-style-type: none"> • Access to car and business insurance cover

