

Job Title	Financial Compliance Legal Executive
Team	Financial Compliance
Reporting to	Solicitor to Financial Compliance
Responsible for	N/A

Job purpose

- To provide legal and general support to enable the effective operation of key aspects of the workload of the Financial Compliance Department.
- To carry out general administration and investigation in relation to claims on the Client Protection Fund ("CPF").
- To support and advise the Client Protection and AML Sub- committees, panels and working parties including acting as secretary when required.
- To support statutory interventions into solicitor practice units.
- To carry out holding out investigations.
- To contribute to process review and process improvement in the Financial Compliance Department and other project work as required.

Key responsibilities

Client Protection Fund

- Conduct CPF claims investigations with reference to the Claims Guidelines
- Draft claim decision recommendations for Client Protection Sub-Committee and the Director of Financial Compliance (under the supervision of the Solicitor to Financial Compliance)
- Liaise with internal and external stakeholders (CPF claimants and their agents, the Judicial Factor, the Society's Finance Department) throughout the claims process
- Arrangements and control of payments from the CPF
- Assess applications for exemption from payment of CPF Subscriptions against agreed criteria and draft recommendations for approval

- Effective record keeping and administration regarding the claims process and other aspects of CPF operations etc
- Input to CPF policy development including review of Claims Guidelines

Client Protection Fund Sub-Committee (CPSC) and Anti-Money Laundering Sub-Committee (AMLSC)

- Minute allocated meetings and decisions of the CPSC/AMLSC (or part of) & other related meetings
- Draft post committee correspondence to solicitors regarding decisions of the CPSC/AMLSC
- Support CPSC/AMLSC operations through effective record keeping and administration
- Following complaint decisions by CPSC/AMLSC, draft complaint referral submissions to Professional Conduct Team. Record and track decisions and submissions.

Other Financial Compliance Team functions

- Provide general support to the Solicitor to Financial Compliance
- Carry out “Holding Out” investigations - Complete allocated case investigations into allegations of non-solicitors carrying out work reserved to solicitors with reference to relevant legislation, draft recommendations, liaise with stakeholders (investigation subjects, CPSC)
- Manage scam responses – Liaise with firms reporting scams, provide advice on their response, liaise with Communications Team on preparation of Fraud Alerts to the profession and public
- Support statutory interventions – eg: Liaise with banks to freeze client bank accounts in accordance with legislation. Liaise with solicitors, banks, clients to enable release of client funds from frozen client accounts where appropriate
- Support Incidental Financial Business regime– complete aspects of the requirements of the Incidental Financial Business Scheme including data collection and completion of annual report to the FCA.
- Provide an agreed programme of departmental process mapping, internal audit and other projects

- Participate in the arrangement and delivery of induction and other training of CPSC/AMLSC members
- Ensure the delivery of six-monthly data uploads to HMRC (for Trust & Company Service Providers)
- Support aspects of Financial Compliance data management – eg: responses to Subject Access Requests, Production Orders from Crown Office
- Input to legal developments impacting on the work of the Financial Compliance Team
- Complete allocated aspects of Financial Compliance & AML investigations

Date

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> Degree level qualification or significant experience as paralegal 	<ul style="list-style-type: none"> Law degree Additional legal qualification or qualification in areas such as business administration, internal audit, project management, or risk management
Work experience	<ul style="list-style-type: none"> Experience working in a legal or regulatory environment (including eg: significant paralegal experience) Demonstrable success in change management and continuous improvement of processes, procedures and policies Used to working under pressure in a busy and demanding environment, working independently and problem solving to manage competing deadlines and priorities Experience of working and communicating successfully with a wide variety of stakeholders 	<ul style="list-style-type: none"> Experience of undertaking regulatory investigations Experience of report writing Experience of working successfully with committees, including preparation of agenda and relevant papers, advising committee decision making and minute taking

Knowledge & skills

- Ability to assimilate and understand the requirements of a broad range of workstreams including legal, regulatory and business requirements
- Excellent written and verbal communication skills
- Analytical and problem-solving skills
- Planning and management of own workload
- Knowledge of the regulatory environment for Scottish solicitors
- Committee support/minute taking
- Regulatory investigation skills – reviews, reporting, recommendations
- Process and change management skills
- Improving/securing processes through knowledge of use of software/automation

Competencies & values

- Demonstrates our values of respect; openness; progress; integrity; and inclusion
- Takes personal responsibility for workload
- Ability to build successful working relationships
- Innovative – driven to identify process improvement opportunities
- Respectful and mindful towards colleagues and other stakeholders
- Keen to undertake further development

Other

- Able to work effectively from home
 - Able to work regularly from Edinburgh based office
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