

Job Title	AML Risk Manager
Team	AML Team, Financial Compliance, Regulation
Reporting to	Head of AML
Responsible for	No Direct Reports

#### Job purpose

To undertake AML Assurance Reviews of Legal Firms across Scotland to test compliance with the UK Money Laundering Regulations, including, but not limited to:

- The assessment of Policies, Controls & Procedures (PCPs) and Practice Wide Risk Assessments (PWRA) maintained by the firm.
- Sample File Reviews to assess AML Compliance in practice.

Provide detailed / constructive feedback and recommendations to firms based on inspection findings.

To support the Head of AML and Director of Financial Compliance with regards:

- Development / communication of AML supervisory content, support and guidance to Legal Firms across Scotland.
- External engagement with stakeholders (e.g. HM Treasury, HMRC, OPBAS, Law Enforcement).
- Law Society of Scotland (LSS) supervisory responses to financial crime-related government policy consultations.

#### Key responsibilities

##### 1. AML Supervisory Assurance

AML assurance work including responsibility for reviewing policies, controls and procedures and assessing individual files, clients and matters.

This work may occur as part of the LSS Business as Usual inspection process, AML thematic reviews or as standalone intelligence led investigatory work.

Documenting investigation findings as well constructive feedback and recommendations.

## 2. Drafting Reports, Referrals, Communications, Policies, Guidance & Training

To input into, research, write and communicate LSS supervisory responses to financial crime-related government policy consultations, initiatives and regulatory requirements.

To support the Head of AML and Director of Financial Compliance in engagement with external stakeholders such as HM Treasury, OPBAS and Law Enforcement.

To develop website content and other material which promotes and supports AML good practice and compliance across Scottish Legal Firms.

## 3. AML Data Management

To contribute to the planning, management and operation of the membership wide LSS AML Certification process to ensure timely submission of completed returns. This includes:

- Design, planning and communication of the process, along with query/issue resolution, ensuring data quality and handling any exemption requests.
- Liaising with practice units to issue general guidance and clarify certificate content.
- Managing and analysing the information gathered to assess risk levels associated with individual firms.

## 4. Other Duties:

AML Subject Matter Expert advice and guidance to internal colleagues as necessary and to the membership where appropriate through educational pieces, presentations, seminars etc.



	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Recognised AML / Financial Crime qualification (ICA / ACAMS etc)</li> </ul>
Work experience	<ul style="list-style-type: none"> <li>A background or experience in performing complex AML due diligence.</li> </ul>	<ul style="list-style-type: none"> <li>Strong AML/FC assurance or auditing experience gained in Financial or Professional Services environment (for example banking, legal, accountancy or other AML regulated sectors).</li> <li>Experience in development and drafting of public or private sector policy response, approved guidance, and/or communications – particularly where related to Economic Crime/Anti-Money Laundering</li> <li>Experience of data collection, manipulation and analysis, along with the ability to present such analysis simply and effectively in the form of management information, presentations or dashboards.</li> <li>Experienced in the use of technology in an AML/FC context.</li> <li>Experience of working in or with law enforcement.</li> </ul>
Knowledge & skills	<ul style="list-style-type: none"> <li>In-depth knowledge of UK AML/Financial Crime legislation and landscape.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of legal firm's operational processes, including AML risk.</li> </ul>

- The ability to risk assess and prioritise/manage a busy workload accordingly - planning and managing concurrent assurance tasks and report writing.
- Effective written and verbal communication/ influencing skills to convey important, complex (and sometimes challenging) messages to decision-makers and those under supervision.
- Good knowledge of Microsoft office suite.

#### Competencies & values

- A real drive, passion and desire to fight money laundering and financial crime.
- A desire to drive improvements in AML compliance through co-operation, influence and development of knowledge within the legal sector.
- Ability to go beyond straight compliance to assess the effectiveness of AML systems and controls.
- A keen attention to detail and drive for continuous improvement.

#### Other

- Ability to work effectively from home and from our Edinburgh office when reasonably required.
- Willingness to undertake occasional travel where necessary to fulfil responsibilities.
- Ability and willingness to work flexibly (with

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occasional out of hours working) to achieve team objectives.

- Willingness, desire and demonstrable enthusiasm to develop AML/financial crime knowledge/expertise, particularly as it applies in the professional sector
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