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| Job Title  | Financial Compliance Legal Executive  |
| Team | Financial Compliance Team |
| 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 Team
* To carry out general administration of and regulatory investigations in relation to claims on the Client Protection Fund (“CPF”).
* To support and advise the Client Protection and AML Sub- committees, 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 team and other project work as required.
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| 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
* Management of all aspects of the CPF Investment Panel (meeting arrangement, liaison with investment managers, agenda planning, papers, minuting 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 – 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
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| Date | 06/11/2024 |

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|  | Essential | Desirable |
| Qualifications & training | * Degree level qualification or significant experience as paralegal
 | * Law degree
* Additional legal qualification or qualification in areas such as business administration, internal audit, project management, or risk management
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| Work experience | * 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
 | * 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

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| 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
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| 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
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| Other | * Able to work effectively from home
* Able to work regularly from Edinburgh based office
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