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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. |
| 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 |
| 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 |
| 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 |
| 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 |  |