

Client Assistant

Practice Group/Department: International Operations / Governance & Compliance

Type of Vacancy: Permanent

Full time/Part time: Full-Time

Location: Leeds

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With **74 offices** across **35 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Team

The Eversheds Sutherland Business Acceptance Team (BAT) is a business critical function operating within the Risk Team to support the business in meeting its legal and regulatory obligations. The department is based in Leeds and is split into two sub-teams, the Conflicts Team and the Client Opening Team.

The Role

The Client Opening Team provides support to the partners and fee earners across all practice groups to ensure compliance with Anti Money Laundering (“AML”) obligations in the various locations we do business. You will be responsible for carrying out due diligence on the Firm’s clients and any third party payers to ensure the Firm is not exposed to financial crime.

This is a varied role covering multiple client types located in various jurisdictions across the globe. The role requires a mix of technical knowledge, commercial awareness and highly tuned research skills and provides a unique insight into the breadth of work of a global law firm. A structured training plan has been developed to equip you for the role and there are opportunities for development and progression within the team.

Key Responsibilities:

- Ensuring new client submissions or reactivations of existing clients are processed in accordance with applicable AML legislation, regulatory requirements and the Firm’s internal policies.
- Conduct thorough research from a range of sources and databases in order to build a risk profile for both new and existing clients.
- Conduct client and matter risk assessments and categorise clients in line with Firm policies and procedures.
- Analyse client due diligence information, identify any potential AML issues and escalate to the Senior BAT Manager, Senior In-house Counsel or MLRO.
- Process third party payment requests in line with Firm policies and procedures.
- Screen clients and counterparties against applicable sanctions lists and escalate any potential issues to the Sanctions Clearance Group.
- Collate and record client due diligence information and maintain accurate records of progress throughout the client onboarding process.
- Provide an efficient and professional service to the legal teams and provide support and advice throughout the client opening and ongoing monitoring processes.
- Assist in the delivery of BAT projects where required.

Skills & Experience:

- Excellent attention to detail, accuracy, written and verbal communication skills.
- Ability to conduct thorough research using the internet and databases.
- Ability to work independently and with others as part of a team along with remaining calm and professional at times of increased workload and pressure.

- Excellent IT skills across the MS suite of programmes and willingness to learn new computer packages, software and document management systems.
- Language skills (particularly German, Spanish, French, Arabic, Mandarin or Cantonese) are desirable but not essential.

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.

In addition to training, a competitive benefits package is offered, including: 26 days annual leave; flexible holiday scheme; subsidised canteen on Eversheds Sutherland sites; subsidised corporate gym membership; pension; and life assurance.

Values

Together we are:



Collaborative

We leverage our collective talents for the benefit of our clients and each other and we prize teamwork and relationships.



Creative

We are innovative and creative problem-solvers, providing an enhanced client and employee experience by not being bound by custom or convention.



Professional

We deliver quality and excellence and act with the utmost integrity at all times.



Inclusive

We foster a diverse and inclusive culture that places respect and support for everyone at its core and empowers all our people to fulfill their potential.



Open

We are approachable and nurture a culture of transparency and openness.