

# Conflict 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.

## The Team

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

## The Role

This role sits within the Conflicts Team where you'll join a group of Conflict Assistants & Analysts providing a business critical function. You will be responsible for completing conflict checks on incoming instructions to ensure the business meets its obligations under the Solicitors Regulation Authority Code of Conduct.

You are required to complete conflict checks through our bespoke conflict checking system before analysing the data from our client and matter database to identify any potential conflict of interest. If a potential conflict is identified you will then need to liaise with stakeholders across the business to try and resolve the issue. This will include obtaining a full understanding of the scope of each instruction, advising Client Partners on the regulatory position and supporting them in making a commercial assessment on the new instruction.

In addition, you will screen clients and counterparties against applicable sanctions lists to ensure any potential exposure is captured, assessed and escalated to the Sanctions Clearance Group for review.

The role requires a mix of technical knowledge, commercial awareness and problem solving ability and provides a unique insight into the breadth of work of a global law firm. A structured training

## Key responsibilities

- Conducting conflict checks and analysing potential conflicts of interest using the Firm's conflict checking system, Intapp. This involves the detailed interrogation of data.
- Analysing potential legal conflicts and confidentiality issues in accordance with applicable regulation and common law.
- Identifying wider commercial issues at the client acceptance and conflict checking stage.
- Working with partners and fee earners to find a practical solution to any commercial issues that arise.
- Offering partners and fee earners advice and support throughout the conflict checking process.
- Developing knowledge of the SRA Code of Conduct rules relating to conflicts of interest and the duties of confidentiality and disclosure.
- Developing a good understanding of the American Bar Association Model Rules of Professional Conduct.
- Developing a working relationship with the legal teams and practice groups to determine best practices.
- Assisting with the implementation and maintenance of information barriers to help protect highly confidential and sensitive client information.

## Skills and 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.
- Candidates should ideally be educated to degree level but non-graduates with previous conflicts or compliance experience will also be considered.
- Knowledge of Solicitors Regulation Authority Code of Conduct provisions on conflicts of interest, confidentiality and disclosure is desirable but not essential.

## Key Behaviour

- Hard working and well organised.
- Excellent written and verbal communication skills.
- Remains calm and professional at times of increased workload and pressure.
- Responds positively to change, feedback and new challenges.
- Applies logical thinking and demonstrates ability to prioritise.
- Approachable, open and honest, promoting a strong sense of team and a co-operative working environment.
- Ability to summarise information from a variety of sources in order to make considered recommendations.

## 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.