



Compliance & Risk Manager

Role Details

Title:	Compliance & Risk Manager
Department:	Administration
Location:	Onsite – Head Office Nuneaton
Working Hours:	Part-time – 3 to 4 days per week.
Work pattern:	9:00am to 5:15pm (days to be discussed)
Salary:	Competitive, depending on experience

Role Summary

We are seeking an experienced Compliance & Risk Manager to work closely with the Partnership in ensuring the firm meets its regulatory and legal obligations. The successful candidate will play a key role in overseeing risk management, regulatory compliance, and adherence to SRA Standards and Regulations, while supporting (and potentially undertaking) the responsibilities of MLRO and COLP.

This is a senior position requiring a proactive individual who can provide strategic guidance, implement robust compliance frameworks, and foster a strong compliance culture across the firm.

Key Responsibilities

Regulatory Compliance (SRA)

- Ensure firm-wide compliance with SRA Standards and Regulations.
- Monitor regulatory developments and implement necessary changes.
- Manage and maintain the firm's compliance framework, policies, and procedures.
- Handle breach reporting and liaise with regulators where required.
- Conduct file reviews and internal compliance audits.

Risk Management

- Develop and maintain the firm's risk management framework.
- Identify, assess, and mitigate operational, regulatory, and reputational risks.
- Maintain and update the firm-wide risk register.
- Advise Partners on risk exposure in key practice areas.
- Support business continuity and risk mitigation planning.

AML & Financial Crime (MLRO Function)

- Support or undertake MLRO responsibilities.

- Oversee AML policies, procedures, and firm-wide risk assessments.
- Manage suspicious activity reporting processes.
- Provide guidance on client due diligence and source of funds issues.
- Deliver AML training and ensure regulatory compliance across the firm.

COLP Responsibilities (if applicable)

- Support or act as COLP.
- Ensure compliance with professional and ethical obligations.
- Maintain records of breaches and ensure appropriate reporting.
- Promote a culture of compliance and ethical practice.

Training & Culture

- Design and deliver compliance and risk training across the firm.
- Act as a key point of contact for compliance queries.
- Promote best practice and continuous improvement.

What We're Looking For:

- Strong knowledge of SRA Standards and Regulations.
- Ideally a Solicitor or has worked at a law firm at a senior level.
- Highly organised with strong attention to detail.
- Commercially aware and pragmatic.
- Excellent communication and interpersonal skills.
- Able to operate independently with minimal supervision.
- Resilient and capable of managing competing priorities.

What We Offer:

- Opportunity to work closely with the partnership in a strategic role.
- A supportive and collaborative working environment.
- Competitive salary and benefits package.
- Career progression within a growing firm.

This role may involve formal appointment as MLRO and/or COLP, depending on experience and firm requirements.

To Apply

Please submit your CV with a covering letter to Mr Craig Everitt, Partner & Practice Manager, at: craig.everitt@ldjsolicitors.co.uk.