

Compliance Officer

Bespoke legal services. Crafted for the commercial world.



Compliance Officer

Full Time Or Part Time Opening

Any Office/Hybrid

An exciting opportunity to join CG's growing team as Compliance Officer. We will consider a Compliance Officer for a part time role or as part of a wider operational or administrative role on a full-time basis.

Responsibilities:

As a Compliance Officer, you will report into CG's COLP and MLRO and be responsible for managing and overseeing the firm's compliance programs, ensuring that all practices and procedures align with legal and regulatory standards. Your primary duties will include:

- **Compliance Monitoring & Risk Assessment:** Conduct regular risk assessments and audits to identify potential areas of compliance vulnerability and risk. Develop and implement corrective actions to mitigate risks.
- **Regulatory Compliance:** Keep abreast of industry regulations, including anti-money laundering (AML), data protection, and legal ethics. Ensure compliance with relevant laws, regulations, and professional standards.
- **Policy Development & Training:** Develop, review, and update the firm's internal compliance policies and procedures. Deliver training and guidance to staff on compliance matters, ensuring all team members understand their responsibilities.
- **Reporting & Documentation:** Prepare and submit detailed compliance reports to senior management and regulatory bodies. Maintain thorough documentation of compliance activities, audits, and actions taken.
- **Advisory Role:** Provide compliance advice to legal teams, management, and other departments.
- **Incident Management:** Investigate any potential compliance issues, ensuring corrective measures are implemented swiftly and effectively.

Qualifications and Skills:

- Strong communication skills, both written and verbal, with the ability to convey complex regulatory information clearly.
- Detail-oriented, with a high level of integrity.
- Excellent analytic and organisational skills with the ability to manage multiple tasks effectively.



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- Proven experience as a Compliance Officer, ideally within a law firm or professional services environment, is preferred but not necessary.
- Strong understanding of relevant regulatory frameworks, including anti-money laundering (AML), data protection laws, and legal ethics is preferred but not necessary.
- Familiarity with legal software and compliance tools.
- Excellent analytic and organisational skills with the ability to manage multiple tasks effectively.

Apply for this role:

If you are interested in learning more about this opportunity or would like further details please email louise.myers@cgprofessional.co.uk

About CG:

CG challenges and reinvents the way legal services are delivered, consistently providing bespoke advice to cater for all sector needs. Our approach is unique, operating in a client first environment, creating a culture that engages and listens to the client base. Our people strategy is at our foundation, always recruiting & developing the professions finest talent, ensuring we confidently execute our proven CG formula. As one of the fastest growing law firms, this is an exciting time to join the CG journey. Our ambition is to continue to grow our name and presence to disrupt the existing market and continue to grow our team who all enjoy what they do and have fun doing it. Our partners have all previously worked for large international and national law firms and bring with them extensive, high-profile experience and networks. We have no red-tape or archaic structure and offer a flexible and agile approach to managing our teams which operate from offices in Liverpool, Manchester and Lancashire. Similarly, we try to support clients by way of a fixed-fee or retainer pricing wherever possible, so time recording is the exception rather than the rule. Come and join us!

To apply, please upload your CV and a short cover note with your application detailing why you would like to work with us by clicking apply below.

<https://hr.breathehr.com/recruitment/vacancies/39308?identifier=cgprofessionaltd>

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