

*Forward thinking*  
Straight talking



# ***Senior Business Acceptance Analyst***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Senior Business Acceptance Analyst
<b>LOCATION:</b>	Birmingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

This is an exciting time to join our growing Professional Regulation and Standards function as we look to recruit a Senior Business Acceptance Analyst to be based in our Birmingham office. The successful individual will have responsibility (under supervision from the Business Acceptance Manager) for undertaking KYC and conflict checks as part of the client onboarding process, as well as advising on other AML matters such as source of funds and effective risk assessments.

- Line management of Business Acceptance Analysts- delivering/driving team objectives and managing performance conversations.
- Reviewing Business Acceptance Analysts' work.
- Delivering training within the team and wider business.
- Assisting with delivery of projects to maximise efficiencies.
- Supporting the Business Acceptance Manager and Head of Business Acceptance.
- Conducting complex KYC and Conflicts.
- Decision making - reviewing escalations and making risk-based decisions and recommendations in line with firm-wide policies and UK AML regulations.
- Identifying areas for improvement and following through with recommendations for change.
- Assisting with the delivery of discrete technical, audit and training projects in respect of Business Acceptance as required Professional Regulation & Standards/ IT/ Audit function from time to time.

## The *team*

As providers of professional services, it is fundamental that we behave in such a way that our clients and the public trust us. Our compliance with the law, regulations, industry guidance and best practice underpins this and is therefore critical. The responsibility for risk management and compliance in our business is shared by everyone, but we don't expect our people to manage this alone. We have a dedicated Professional Regulation and Standards team to support our people and provide guidance on risk and compliance related matters.

## The *person*

The role is suitable for those with experience of working in a law firm/ Risk & Compliance environment.

Candidates must be able to demonstrate the following skills:

- A minimum of 2 years' experience ideally within legal compliance at a law firm.
- Line management experience.
- Ability to coach/mentor less experienced members of the team.
- Good initiative.
- Strong Problem solver.

- Goal orientation and resourcefulness.
- Ability to analyse documents and other information, with close attention to detail.
- Excellent written and oral communication skills.
- Ability to work well as part of a team and independently.
- Good prioritisation skills, with the ability to work under pressure and to tight deadlines.
- Strong organisational skills.
- Confidence - You may need to have difficult conversations with stakeholders within the business.
- Experience with legal systems.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested by Risk & Compliance.

## The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

# Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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