

Junior Business Acceptance Analyst

Risk Management, Liverpool

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

We are seeking a Junior Business Acceptance Analyst to be part of the Business Acceptance team in our Liverpool based office. This role will involve working to support the Business Acceptance Manager and Senior Business Acceptance Analysts in all aspects of new client and matter intake.

Job title

Junior Business Acceptance Analyst

Recruiting manager

Business Acceptance Manager

Department

Risk Management

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

Liverpool

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Responsible for day-to-day tasks relating to all aspects of the firm's Client and Matter Inception processes.
- Undertaking client due diligence checks and determining the nature and level of due diligence required in order to comply with Anti-Money Laundering Regulations.
- Carrying out conflict searches and identifying and resolving (and escalating as appropriate) any conflict issues arising out of searches undertaken or reviewed.
- Using external and internal databases and conducting research as part of client due diligence.
- Assessing the risk profile of new and existing clients and matters and escalating issues as appropriate.
- Providing advice to partners, fee earners and secretaries on Anti-Money Laundering, general inception and conflicts queries.
- Ensuring appropriate information barriers are created, amended and maintained, whilst ensuring that any issues arising out of the information barrier process are flagged to the business as required.
- Assisting the Business Acceptance Team in answering various ad hoc queries that come into the Risk Team's inbox.
- Actively participating in team and firm-wide projects to support the practice and our international offices.

The opportunity for you

Experience, skills, and qualifications

Essential

- Experience in conducting client due diligence and/or conflicts analysis is preferred but not essential.
- Experience working in an international law firm is preferred but not essential.
- Demonstrable understanding of the SRA's rules regarding conflicts of interest and confidentiality, as well as commercial conflicts is an advantage but not essential.
- Exemplary communication skills, both written and verbal.
- Excellent attention to detail and ability to research and succinctly present information compiled from various sources.
- Ability to analyse data and reach reasoned conclusions.
- Experience in dealing effectively with stakeholders at all levels, including senior management.
- Able to juggle tasks and be flexible to meet the demands of the business, understanding the need to prioritise workload and take ownership of tasks.
- Strong team ethic demonstrating awareness of work levels in the wider team, and a willingness to provide assistance to others where required.
- Able to adapt to new processes and technology.

Abilities and aptitudes

- Professional, client-focused and solutions orientated.
- Enthusiastic about risk management and compliance, with a desire to build relationships with internal clients.
- Reliable, hardworking and committed to learning.
- Articulate and confident communicator.
- Uses initiative and adapts style to suit the circumstances.
- Understands the firm's wider objectives and values, and incorporates these into their thinking and behaviours.

The opportunity for you

Experience, skills, and qualifications

Education and experience

- A university degree is preferred.
- Experience working in a legal or other professional environment is preferred.
- Experience of compliance databases and IT systems is preferred.
- This role is open to graduate applicants.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

- London
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- Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

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Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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- Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

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- Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Advisor

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- Lottie.Williams@winstontaylor.com

Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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