

# Paralegal

**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

Winston Taylor is seeking a highly motivated, detail-oriented Paralegal. This role offers an excellent opportunity to be an integral part of the firm's client due diligence and conflicts analysis processes. It involves assisting the Risk Management team in conducting essential checks relating to conflicts of interest, anti-money laundering (AML), and other onboarding-related risk assessments.

Working within the Risk Management team, you will support the delivery of high-quality risk and compliance work. The primary focus of the role will be on conflicts analysis, supported by data verification and associated administrative tasks. In addition, you may contribute to wider legal support activities where required.

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**Job title**

Paralegal

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**Recruiting manager**

Risk Adviser

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**Department**

Risk Management

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**Working hours**

Monday to Friday  
(9:30 am–5:30 pm)

Working at least three days a week  
from our offices.

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**Location**

Liverpool

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**Perm/FTC**

6-month FTC

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**Salary**

Competitive

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**Working pattern**

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

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# The opportunity for you

## Position responsibilities

- Supporting the business intake and conflict teams with identifying and resolving ABA and SRA conflict issues
- Carrying out conflicts analysis is the primary focus of this assignment, including data verification and associated administrative tasks.
- Reviewing and analysing conflicts reports, assisting in reviewing conflict search results and responding to queries in connection with conflict searching.
- Performing due diligence on clients and performing some research in areas related to conflicts analysis.
- Providing flexible administrative and legal support across a range of matters for some of the world's leading businesses.
- Maintaining trackers and supporting workflow management.

# The opportunity for you

## Experience, skills, and qualifications

### Essential

- Have completed a Law degree (2:1 and above), PGDL or have previous Paralegal / CILEx experience.
- You will have excellent time management and organisational skills.
- Proven experience of working under pressure, demonstrating the ability to prioritise work effectively, ensuring deadlines are met and stakeholder expectations are managed appropriately.
- You will have exceptional attention to detail, proactively identifying discrepancies and always striving to deliver work to the highest standard.
- Excellent written and verbal communication skills, you will have a professional approach demonstrating the ability to communicate clearly and concisely across multiple stakeholders' groups.
- You will be a committed team player whilst also having the ability to work independently.
- You will be a self-starter with a proactive and flexible attitude taking ownership of your work from start to finish and supporting others when required.
- Proficient IT skills with experience across Microsoft office tools.

### Desirable

- Previous legal experience although not essential as full training will be given.
- A keen interest in AI / tech platforms.

# Recruitment journey

## Stage 1

Interview



**Rob Fowler**  
Head of Talent  
Acquisition & Strategy

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**Hannah Jackson**  
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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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**Meg Vaughan-Irving**  
Recruitment Senior  
Coordinator

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**Lottie Williams**  
Onboarding Senior  
Advisor

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## 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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