

Associate Director - New Business Intake

Risk Management, London

About Winston Taylor

At Winston Taylor, we set the standard, together.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation. Here, you're in the room. In the action. Sleeves rolled up.

You'll work with leading clients. Disruptors. Fast-growth companies. And help them to stay one step ahead of the moment and make critical decisions that shape their future. We're present in the U.S., U.K., Europe, Latin America, and the Middle East, combining the scale and speed that clients demand.

You'll be trusted with real responsibility from the outset and build experience through hands-on work. We take your progression personally. We provide the platform. You shape the work around your goals and aspirations.

Step into the moments that matter. Join Winston Taylor.

The opportunity for you

Position summary

This is a senior role in the firm's risk management function. Reporting to the Director of Risk, who is also the firm's COLP and to the MLRO in the U.K. and working closely with the Chief Ethics Officer in the U.S., the Associate Director - New Business Intake will have primary responsibility for new business intake, including AML, conflicts and engagement terms, for the U.K., Ireland and Dubai. The role will also liaise closely with colleagues elsewhere in the EME region, currently France and The Netherlands to ensure an aligned approach to AML issues and will work as part of a single, connected, transatlantic team, partnering closely with colleagues in the U.S. to resolve cross-jurisdictional conflicts matters—moving quickly, operating as a genuine extension of the business, and delivering practical outcomes.

The role's primary focus will be on compliance with the AML Regulations in the U.K., Ireland and Dubai. You will need to ensure that the firm's processes and procedures are appropriate to ensure good governance and also champion a risk-based approach to ensure that risk is being appropriately managed from a commercial point of view. You will have overall responsibility for the firm's annual risk assessments and audits and for dealing with any regulatory visits from the SRA, in conjunction with the MLRO and Chief Risk Officer.

The Associate Director will initially be Deputy MLRO and will handle internal and external suspicious activity reports, with support from the firm's Senior Financial Crime Analyst. You will also act as the firm's Anti-Bribery & Corruption Officer and Sanctions Officer — positions that demand sound judgement, clear communication and the confidence to advise senior stakeholders decisively. Once embedded within the business there is also scope for the Associate Director to become the MLRO if the necessary expertise is demonstrated.

The Conflicts team is led from the U.S. by the Chief Ethics Officer who ensures compliance with ABA rules. The Associate Director will have primary responsibility for ensuring that the relevant conflicts rules in the U.K., Ireland and Dubai are also built into the conflicts process and that they are appropriately monitored to ensure compliance. Similarly, you will need to ensure that the U.K. engagement terms and any client terms properly reflect compliance with the EME regulatory regimes. Experience of ABA Conflicts rules and conflicts resolution is a requirement for this role.

You will lead a team of around 25 who are primarily based in the firm's Liverpool office. The Business Acceptance Manager, will support you with day-to-day team management—giving you the space to focus on leadership, stakeholder relationships and the more complex decision-making that comes with this role. You will also be responsible for ensuring that appropriate use is made of existing and developing technology in increasing efficiency in new business intake.

Job title

Associate Director - New Business Intake

Recruiting manager

Director of Risk

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

London

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

Experience, skills, and qualifications

Experience and skills

- Able to demonstrate understanding of the risks faced by an international commercial law firm, having gained senior level experience working in risk and compliance in an international law firm.
- Advanced knowledge of AML Regulations and appropriate application and best practice in an international law firm. Experience of SRA audit requirements and internal risk assessment and auditing.
- Ability to manage the resolution of legal and commercial conflicts of interest with regards to the applicable regulatory requirements, particularly in the U.K. and the U.S. and take account of the competing needs of the firm's partners and offices.
- Demonstrates the ability to use technology to drive solutions and efficiency within new business intake.
- Ability to communicate effectively with individuals and teams at all levels across the firm's U.K. and international practices.
- Understands the demands of fee earners and can provide commercial solutions under pressure. You are calm and professional in the face of competing demands.
- Able to manage a range of projects effectively to completion.
- Approaches challenges logically, identifying issues in complex situations and communicating solutions effectively.
- Shares knowledge across the team and provides ongoing instruction and support and leads by example.
- Actively promotes teamwork across the risk management team, promoting a team culture that encourages co-operation, support and knowledge sharing.
- Excellent time management and organisational skills.

Education

- A university degree.
- Qualified solicitor or barrister or experienced risk professional.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
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Hannah Jackson
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Manager

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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
Adviser

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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.

Attorney advertising. The information contained herein is for educational and informational purposes only and is not intended to be and should not be construed as legal advice. Winston Taylor N.V. and WS SELAS are part of the Winston Taylor network as separate legal entities operating from its offices in the Netherlands and Belgium and France, respectively. Further information on Winston Taylor can be found on our regulatory page at: www.winstontaylor.com. Winston Taylor LLP Headquarters: 300 N. LaSalle Drive Chicago, IL 60654-3406. Phone: +1 (312) 558-5600.

