

Risk Administrator

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 Risk Administrator to support the Business Acceptance team in our new office based in Liverpool. This role will involve working to support the Business Acceptance team in all aspects of new client and matter intake and also to provide more general support on other Risk-related projects.

Job title

Risk Administrator

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

- Providing day-to-day administrative support, in particular to the Business Acceptance team, and also to the broader Risk team where necessary.
- Monitoring the Risk inbox and allocating queries to the relevant Business Acceptance or Risk team member.
- Running ad-hoc and full conflict searches, analyzing the search results and eliminating irrelevant hits where possible.
- Responsible for processing change requests to existing clients and matters where a risk review is not required.
- Responsible for 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 supervisor and business as required.
- Managing the firm's gifts and hospitality register, including dealing with general queries and cross-checking entries on the register against expenses submitted by the business.
- Assisting in organizing team meetings, collating agenda items and assisting in the preparation of slide decks.
- Conducting housekeeping tasks within the client and matter inception tool, Intake, in order to maintain an efficient and streamlined process.

The opportunity for you

Experience, skills, and qualifications

Essential

- Experience in a previous administration role. Experience of Risk is desired, 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.
- 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 prioritize 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/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 behaviors.

Education/experience

- Experience working in a legal or other professional environment.
- Experience of compliance databases and IT systems preferred but not essential.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

■ London
■ +44 20 7300 4841
■ Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

■ London
■ +44 20 3077 7262
■ Hannah.Jackson@winstontaylor.com



Daniel Cheasley
Senior Recruitment
Advisor

■ London
■ +44 20 7300 4965
■ Daniel.Cheasley@winstontaylor.com

Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

■ Liverpool
■ +44 151 335 5192
■ Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

■ Liverpool
■ +44 151 335 5277
■ Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Adviser

■ Liverpool
■ +44 151 335 5191
■ 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.

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.

