

Senior Business Acceptance Analyst

Risk Management, London

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 Senior Business Acceptance Analyst to be part of the Business Acceptance team in our London office. This role will involve working with the Business Acceptance Team, who are mainly based in our Liverpool, office with all aspects of new client and matter intake.

Job title

Senior 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

London

Perm/FTC

6 month FTC

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 across all aspects of anti-money laundering, including client due diligence, sanctions and reputational risk of the firm's New Business Intake processes.
- Addressing new business intake queries and providing guidance on client due diligence checks and determining the nature and level of due diligence required in order to comply with the AML Regulations.
- Approving escalated AML matters to support new business intake.
- Carrying out conflict searches and identifying, resolving and escalating conflict issues.
- 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.

The opportunity for you

Experience, skills, and qualifications

Essential

- Experience in conducting client due diligence in an international law firm or professional services firm.
- Demonstrable understanding of the SRA's rules regarding conflicts of interest and confidentiality.
- Experience of ABA conflicts rules would be an advantage but not a requirement.
- 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 analyze 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 prioritize workload and take ownership of tasks.
- Strong team ethic demonstrating awareness of work levels in the wider team, and a willingness to assist others where required.
- Working knowledge of Intapp and other frequently used AML databases.

Abilities and aptitudes

- Able to adapt to new processes and technology.
- 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 incorporate these into its thinking and behaviors.

The opportunity for you

Experience, skills, and qualifications

Education and experience

- A university degree is preferred.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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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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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.

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