

# Risk Paralegal

**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

Under the general direction of the Head of Risk, the Risk Paralegal's role is to work with the wider Risk Management team and support the firm's compliance with its regulatory duties.

The Risk Paralegal will report to the Head of Risk as well as interact with various Business Professional functions. The role involves assisting the Risk Lawyers with ad hoc responsibilities such as research, project support, dealing with queries and assisting with the completion of client due diligence questionnaires.

### Job title

Risk Paralegal

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### Recruiting manager

Head of Risk

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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

London

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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

- Perform a range of ad hoc duties as directed by the Risk Team; including legal research, information review, dealing with queries and supporting various ongoing projects within the firm.
- Assist Risk Lawyers with completion of client onboarding questionnaires and supplier registration forms., including liaising with the Risk Team, Business Professionals and other relevant internal teams to gather detailed answers for this purpose.
- Assist Risk Lawyers with the review of client documents such as Code of Conducts, Terms of Business and Billing Guidelines.
- Assist Risk Lawyers with the review of Overseas Counsel Terms.
- Fielding queries for Senior Risk Lawyers with respect to SRA obligations, international queries and internal policies.
- Reviewing and amending client terms and identifying key risks.
- Coordinating and delegating tasks to the relevant Business Service areas to answer questionnaires with appropriate detail.
- Assisting with new firm wide projects – such as the onboarding of new technology.
- Collaborating with and supporting Senior Risk Lawyers.

# The opportunity for you

## Experience, skills, and qualifications

The position requires a highly motivated, self-starter, who excels at managing a number of different tasks at the same time and is at ease interacting with senior management. The candidate will have good writing, communication and computer skills alongside excellent organizational skills. The successful candidate should have a law degree from the UK (or commonwealth equivalent).

- Familiarity with commercial law.
- Ability to work independently.
- Excellent research skills.
- Ability to communicate effectively both orally and in writing.
- Excellent interpersonal skills.
- Strong judgment and ability to resolve issues effectively.
- Strong organizational skills; attention to detail.
- Strong IT/computer skills; knowledge of Microsoft Word, Excel and PowerPoint; Ability to master new/bespoke systems e.g.: for internal document and matter management.

# Recruitment journey

## Stage 1

Interview



**Rob Fowler**  
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## Stage 2

Interview two

## Stage 3

Meet and greet  
with some of  
the team



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**Meg Vaughan-Irving**  
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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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