

# brownrudnick

**Title:** Conflicts & Risk Analyst  
**Department:** Finance Department  
**Office:** London  
**Reporting Structure:** Director of Business Relations

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The Finance Department has an immediate opening for a Conflicts & Risk Analyst in our London office. We are looking for a detail oriented professional to help facilitate all aspects of the firm's client / matter intake processes and procedures, as well as to assist and advise on aspects of the firm's compliance and risk strategies and procedures. The position will report to the Supervisor, Conflicts & Intake.

**Responsibilities:**

- Research, identify and assist in resolving conflicts of interest for new clients and matters as well as for new hires, attorney surveys, marketing requests and additional parties on existing matters;
- Confirm and evaluate KYC materials as collected;
- Provide assistance to any queries relating to client approval and the firms AML checks;
- Assisting the firm's Compliance Manager with Conflicts & Intake questions for the firm's file review procedure;
- Updating matter risk assessments on the firm's Conflicts & Intake system;
- Conduct thorough reviews of and track Workflow intake forms and engagement letters;
- Confirm new matter terms match the corresponding Workflow approval and engagement letter terms;
- Assist in opening and maintaining client/matter files in Aderant Expert;
- Development and delivery of administrative and legal staff training on intake process and procedures;
- Assist with the development, documentation, and implementation of formal guidelines detailing intake and conflict processes and procedures; and
- Other related tasks as so required.

Qualifications:

- University graduate with a minimum of 3 years of legal intake and conflicts experience required in a high volume automated environment;
- Ideally the candidate would have knowledge of both the UK and US ethical rules of professional conduct as they relate to conflicts of interest;
- Familiarity with KYC and VAT procedures and regulations preferred;
- Attention to detail, ability to prioritize assignments and move quickly from one to another;
- Computer skills including, but not limited to, legal accounting/billing systems, familiarity with web based research for conflict checking purposes, knowledge of databases and accurate typing skills. Familiarity with Aderant Expert strongly preferred;
- Strong customer service and interpersonal skills;
- Excellent written and oral communication skills;
- Ability to work extended hours, and occasional weekend shifts, on a short-term and limited basis to accommodate activity spikes and urgent requests; and
- Team player.

We offer a highly competitive salary and benefits package.

***Brown Rudnick is an Equal Opportunity Employer.***