



Job Title: Risk & Compliance Officer  
Department: Risk & Compliance  
Reporting to: Compliance Manager  
Job Location: Melbourne / hybrid  
Contract Type: Permanent

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#### The Firm

HFW is a sector focused global law firm. We have over 600 lawyers working across the Americas, Europe, the Middle East, Asia and Australia. We take a progressive approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy, we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

#### The Role

To provide practice support to our Australian offices on matters across our industries, the related know your client ("KYC") requirements for these, and on aspects of risk, regulatory compliance and conflicts more generally.

#### Key Responsibilities

The role will include but will not be limited to:

- Assisting in opening new matters and ensuring all matter and client details are correct and the completion of correct matter inception steps are undertaken.
- Assisting with KYC, AML and sanctions searches on clients (as appropriate) and advising members of the firm to ensure proper identification of the legal client.
- Assisting the Risk & Compliance team in general daily tasks.
- Auditing files to check compliance with firm policy, legal and regulatory requirements as well as being aware of reputational and commercial implications, and providing practical, commercial advice where appropriate.
- Assisting the Revenue & Collections team as necessary.
- Providing internal training to the team and wider firm on KYC and AML, to embed best practice.
- Undertaking research and other projects as needed.

#### Key Skills & Experience Required

The successful candidate will be able to demonstrate excellent administrative skills, as well as the ability to develop strong working relationships with lawyers and business services staff across the firm. It will be essential to gain a rapid understanding of the firm's business in order to support the conflict decisions that need to be made as proactively as possible.

- A minimum of 2 years' experience in a compliance function at a professional services (ideally, law) firm.
- Bachelor of Laws or equivalent degree desirable, with some legal work experience preferred.
- Demonstrated ability to work within a framework of regulatory compliance.
- The capability, after training if necessary, to identify conflicts and risk within a law firm.
- Resilience and the ability to develop and maintain strong internal and external relationships, while working both autonomously and as part of a global team.
- Excellent communication skills.
- The ability to work in an environment where quality output is paramount while dealing with tight deadlines.
- Analytical and organisational skills, including the ability to manage multiple tasks and projects.
- Strong attention to detail and proven ability to handle confidential information in a professional and discreet manner.
- A high level of proficiency in MS Outlook, Word and Excel.

#### What's On Offer

- Collegiate company culture
- Flexible working environment
- Compensation commensurate with experience

#### Additional Information

Kindly note that this job description is not contractual. It will be reviewed periodically and may be amended or altered to meet the needs of the firm.

If you are looking to develop your career working with a leading international law firm, with a high performing and supportive team or if you are looking for a change of setting to enhance what you can offer, then apply online here: <https://myhfw.elmotalent.com.au/careers/hfw/job/view/26>.

HFW aims to ensure equality of opportunity and we are actively working towards improving the diversity of our staff. All applications will be considered only on merit and the applicant's suitability to meet the requirements of the role.

HFW collects and processes personal data relating to job applicants to manage its recruitment process. The firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For information on how the firm will process your data, please see our Privacy Notice on our website ([www.hfw.com/Privacy-Notice](http://www.hfw.com/Privacy-Notice)), in the section "What we collect and how we use it".

January 2024