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| REcruitment |

Senior Risk Advisor

Risk Assessment & Business Protection | LUXEMBOURG OFFICE

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| **About Ashurst:** | Ashurst is a leading global law firm with a history spanning almost 200 years, and clear strategy for our future growth. Our in-depth understanding of our clients and commitment to providing exceptional standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law.We currently have 30 offices in 17 countries and a number of referral relationships that enable us to offer the reach and insight of a global network, combined with the knowledge and understanding of local markets.Following a successful entrance into the market, our Luxembourg office is rapidly expanding. With 26 lawyers (including 5 Partners), we advise on all types of domestic and cross-border projects, from local matters to pivotal international transactions.Our people are our greatest asset. We bring together lawyers of the highest calibre with the technical knowledge, industry experience and regional know-how to provide the incisive advice our clients need. How we share our knowledge across our business, and with our clients, is critical in delivering value to our clients. |
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| **Role overview:** | Working as part of the Global Risk Assessment & Business Protection Team as an advisor on anti-money laundering obligations applicable to our Luxembourg lawyers. Supporting our Luxembourg lawyers with the discharge of their legal obligation to carry out financial crime and sanctions risk assessments on their clients and matters. Protecting the firm's lawyers from sanctions and penalties from crime enforcement agencies and regulators for failure to meet this obligation to a sufficient standard.Ensuring the firm is protected from a reputational standpoint.Contributing to strategy planning for the implementation of our policies and procedures in Luxembourg and delivery of a quality service to the wider business.Designing and providing regular training to our Luxembourg lawyers on the relevant anti money laundering laws in Luxembourg and how to work with the Compliance team at Ashurst to discharge their obligations arising therefrom. |
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| **Main responsibilities:** | Business as usual:* Monitoring the Luxembourg legal landscape to ensure an up to date knowledge of the local anti-money laundering legal and regulatory framework;
* Working closely with our Luxembourg MLRO & Deputy (as well as with Head of RABP) to ensure that the AML compliance policies and procedures in our Luxembourg office are adequate to meet local requirements;
* Creating and delivering training to our Luxembourg lawyers to ensure a thorough understanding of the Luxembourg regulatory framework, their obligations arising therefrom and RABP team processes that support them with the discharge of those obligations;
* Supporting Luxembourg MLRO and Deputy with providing our Luxembourg office with any additional AML training required;
* Completing Risk Assessments - research relevant information sources and international databases to compile the documentation needed to verify the identity of Luxembourg office clients in accordance with local requirements;
* Analyse sufficiency of identity documentation in the context of global and Luxembourg policy, local anti-money laundering laws and regulations;
* Accurately record relevant client and matter information in the firm's Risk Assessment Database;
* Compose written risk assessment, including technical analysis of money laundering, bribery, reputational and sanctions risks with reference to sectoral and jurisdictional risks and FATF identified risk typologies for Luxembourg;
* Liaise with partners, fee earners (and occasionally external clients) in Luxembourg, providing them with a comprehensive explanation of the relevant policy as well as local laws and regulations to support requests for client identification documentation that is not publicly available;
* Compose detailed escalations to MLRO, Head of RABP and Head of Financial Crime (where appropriate), containing relevant risk information and in-depth legal analysis around whether the client/work fits within the firm's risk appetite or any potential obligation to report to crime authorities that may arise.

Mentorship and Quality Assurance:* Review and provide feedback on our Luxembourg lawyers' knowledge and understanding of local AML requirements and their own obligations thereunder, identifying and meeting additional training needs;
* Act as 'quality assurance' function for the Luxembourg compliance team's due diligence and risk assessment.

Risk and Control: * Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.
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| **Essential skills and experience:** | * At least 5 years' experience working as a qualified lawyer, or experienced anti-money laundering professional in a law firm;
* Degree qualified in Law in Luxembourg;
* Fluency in French and English;
* Strong organisational and research skills, attention to detail and ability to work well under pressure;
* Ability to work efficiently, to prioritise and to meet deadlines;
* Ability to demonstrate good judgement and an inquisitive mind;
* Good team spirit: assist others, when necessary, with the resolution of issues in a diplomatic manner;
* Flexible, versatile and able to adapt to new situations, processes and technology;
* Keen interest in learning about the firm-wide legal practices and the synergies between those and our Luxembourg specific processes and practice ;
* Analytical ability;
* Good attention to detail;
* Ability to work well under pressure;
* Good PC skills and experience working with Microsoft Word and Excel.

**Desired skills and experience:*** Experience of designing and delivering training programmes as well as testing and reporting on success and impact of the training delivered;
* Anti-Money Laundering compliance in Luxembourg law firms.
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| **Background checks:** | In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations. |