

**Our people are at the
heart of what we do**



Data Protection/AML Analyst

Full Time, Flexible on Location

Thorntons' Compliance and Risk Management team provides invaluable regulatory and compliance support to the firm with responsibility for delivering the firm's Anti Money Laundering and General Data Protection Regulations compliance framework and monitoring regimes. We now have a new vacancy to support the team with a particular focus on Data Protection and Anti Money Laundering.

Where every day is different

You will provide varied administrative support to the wider team on all aspects of Data Protection and Anti Money Laundering. You will assist with processing and responding to Data Subject Access Requests and all other data subject requests, ensuring that accurate records are kept and that requests are progressed within the prescribed time frames. You will also support the firm's AML Compliance framework by assessing due diligence information on individuals and complex corporate structures and considering AML risks.

About you

You will be an experienced compliance professional, capable of providing essential support to the wider team. You will have previous data protection and/or AML compliance experience and experience of working in a regulated environment. You will have a working knowledge of both AML and General Data Protection Regulations and be willing to develop further expertise in these areas. You should have a positive attitude, good teamwork skills and be confident engaging with colleagues and clients. Excellent time management and organisational skills are essential as you will be required to work towards tight deadlines and work on multiple projects simultaneously. You will also have the ability to absorb and interpret detailed regulation and relay information clearly and succinctly and with a high level of accuracy.

About us

Thorntons has grown significantly in recent years following a number of strategic mergers and investments into one of Scotland's top 5 independent law firms.

Throughout its successful expansion, our focus has remained the same, to provide the highest quality legal advice and service, when and where clients need it.

We are progressive and ambitious. While we expect high standards from our people, we recognise and value the contribution they make to our business – and our success. We see the whole person, not just the person in the workplace – and we're aware that our people have busy lives outside work. Our advanced technology allows many of our people to benefit from agile working. It's simple common sense: do our best for our people and they'll do their best for us.

At Thorntons we pride ourselves on doing what is right, and as two time winners of the Scottish Business Insider Employer of the Year Awards you can see why our People choose, and enjoy a career with Thorntons.

Main Responsibilities

- Assist with meeting the firm's Anti Money Laundering and General Data Protection Regulations compliance frameworks , strategy and monitoring regime
- Provide administrative support to the Compliance and Risk Management team on all aspects of Data Protection and Anti Money Laundering.
- Assist with processing and responding to Data Subject Access Requests and all other data subject requests
- Ensuring that accurate records are kept and that requests are progressed within the prescribed time frames.
- Support the firm's AML Compliance framework by assessing due diligence information on individuals and complex corporate structures and considering AML risks.
- Obtain and analyse information on Thorntons current clients and transactions for the purpose of responding to the annual Law Society of Scotland AML Certificate.
- Analyse data protection risks and make practical recommendations to reduce and mitigate those risks.
- Research complex data protection issues as required by members of the team.

Knowledge, Skills & Experience

The post holder will be an experienced compliance professional, capable of providing essential support to the Risk & Compliance Team and will possess the following knowledge, skills and experience:

- Previous data protection and/or AML compliance experience
- Experience of working in a regulated environment
- A working knowledge of both AML and General Data Protection Regulations and a willingness to develop expert knowledge in these areas.
- A positive attitude and good teamwork skills
- Excellent people skills, confident engaging with colleagues and clients.

- Excellent time management and organisational skills
- Ability to work towards tight deadlines and work on multiple projects simultaneously
- Ability to absorb and interpret detailed regulation and relay information clearly and succinctly
- A high level of accuracy.
- Excellent problem solving skills, with the ability to pay close attention to detail
- Ability to quickly absorb and interpret detailed regulation and relay key points in simple, plain language

Hours

- Monday to Friday, 9am to 5pm, 35 hours per week. (We are also open to considering flexible working options)

Included in a typical Thorntons package

- Competitive Salary
- Investment in Training, Development and Career Advancement Opportunities
- 25 days holiday (rising with length of service to 30 days) plus 7 public holiday
- Contributory Pension Scheme
- Healthcare Cash Plan
- Corporate Discounts
- Cycle to Work

Please apply online at www.thorntons-law.co.uk/careers

The closing date for applications is 9am on Monday 22 March 2021.