

Antony Hodari Solicitors has an opportunity for an experienced **Risk & Compliance Assistant - Legal** When you join us, you'll be part of a workforce that truly values each and every member of the team.

To be in with a chance of being the recipient of this excellent package, including a 6% employer pension contribution, flexible working arrangements and more, apply today.

**Risk & Compliance Assistant – Legal  
Manchester, M2 2EE – Hybrid working available**

- **Full time (with flexible start and finish times), permanent**
- **Salary £30,000 - £40,000 DOE**
- **3 years of Litigation experience required**

**Please Note: Applicants must be authorised to work in the UK**

Antony Hodari Solicitors has been delivering an industry leading service to clients throughout the UK for nearly 40 years. Specialising in housing litigation, we fight for tenants living in sub-standard accommodation to bring landlords to account. Client care is at the heart of everything we do, evidenced by our rating of 4.8 on Trustpilot and Reviews.io.

**What's on offer at Antony Hodari Solicitors?**

This is a fabulous opportunity to join a respected law firm and be a key player in a well-established and growing team.

As our new Risk & Compliance Assistant - Legal, you can also expect to receive the following:

- Salary competitive (Dependant on experience) + Bonus
- Flexible start and finish times
- Annual salary review
- 25 days plus bank holidays
- Day off on your birthday
- Pension scheme with 6% employer contribution
- Hybrid home/office working environment
- Training, development, and support
- Company sick pay
- City Centre location
- Casual dress
- Death in Service Benefit (Salary x 4)
- Subsidised Gym Membership
- Access to award winning Employee Assistance Programme

**The role:**

The successful applicant will work closely with our Compliance Officer for Legal Practice (COLP), to ensure compliance with the terms and conditions of our firm's authorisation.

We recognise that our people are our most valuable asset, and we have a track record of developing staff of the future.

*Key tasks (not an exhaustive list):*

- Assisting the COLP in dealing with claims, complaints, DSARs and any associated litigation
- Assisting the COLP with their work in mitigating regulatory risks and exposures (including but not limited to as set out below)
- Compliance with the firm's AML/CDD procedures and conducting relevant searches.
- Maintaining and updating various central risk registers e.g. complaints, professional indemnity notifications
- Liaising with other members of Business Support Group in relation to relevant projects
- Assisting in relation to file reviews
- Conducting ad-hoc research in all areas of risk management
- Keeping up to date with legal and regulatory information and changes.

**The successful applicant:**

Successful candidate will be a confident communicator with a high level of written and verbal skills and good attention to detail. You must be well organised and able to work in a busy environment with the ability to prioritise tasks and work to tight timescales.

*Experience:*

- Some Housing Disrepair experience is preferable, but not essential, as we would consider those from a personal injury or other 'fast paced' contentious civil litigation background.
- 3 years of Litigation experience
- Case Management System (Proclaim is used) experience of using Proclaim would be advantageous
- Knowledge of the Law particularly in relation to Housing Disrepair
- IT literate
- Familiar with the regulations and professional standards applicable to a law firm
- An understanding of compliance and risk issues
- Excellent interpersonal skills and a client orientated approach
- Confident in dealing with senior managers and partners generally

If the above sounds like you, we would love to know even more about you – don't hesitate to apply!

**How to apply for the role:**

e-mail – [jdillon@antonyhodari.co.uk](mailto:jdillon@antonyhodari.co.uk)

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