

Anti-Money Laundering Analyst

AML Department

Summary:

Covington is seeking an Anti-Money Laundering Analyst to join the AML Compliance team. They will be responsible for anti-money laundering and on-going compliance checks against the Firm's clients. The analyst reports to the AML Compliance Manager and the Director of AML Compliance.

[Email Resume Here to Apply](#)

Qualifications:

- Understanding of the UK and European AML legislations and Directives.
- Working knowledge of the Legal Sector Affinity Group Anti-Money Laundering Guidance for the Legal Sector.
- Law graduate, L.P.C. desirable.
- Experience working in an international law firm within AML compliance.
- Experience using Intapp and software such as Orbis, Mint, D&B, World Check, World Compliance, and Accuity.

Duties and Responsibilities:

- On-boarding new clients into the Firm whilst understanding the proposed scope of work.
- Conducting client due diligence checks against a proposed or existing client, or third-party payor, which involves researching the entity or individual within the compliance software and internet.
- Escalating any ownership issues, adverse media, Politically Exposed Persons (PEPs), or sanctions issue to a senior member of the team, Director of AML Compliance, or Money Laundering Reporting Officer.
- Documenting client and matter risk assessments by writing an accurate narrative describing the client or third-party payor and the risks presented to the Firm, with an explanation of any escalations and resolutions.
- Reviewing on-going monitoring AML alerts generated by the system, which is screening for adverse media, sanctions, and PEPs.
- Researching hits against the current client data to understand whether it is relevant to the client or a false positive hit.
- Resolving the hit or escalating the issue to a senior member of the team.
- Conducting AML refresh against the existing client database at the prescribed intervals that have been set for the client.
- Evaluating the existing client due diligence documents and requesting new documents if required from the client team.
- Re-evaluating the client risk assessment and client risk rating.
- Escalating the client to a senior member of the team for remediation in the event an issue has been identified.

- Performing AML checks against clients for EMEA Timekeepers working on U.S. matters.

Status: Non-Exempt

Reports To: AML Compliance Manager

Workplace Type: Hybrid as needed

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