

Knowledge Manager/ Compliance Officer

Cox Hallett Wilkinson Limited (CHW) has an opportunity for a dual role of Knowledge Manager and Compliance Officer to manage all aspects of the day-to-day running of CHW's library service and to have responsibility for ensuring compliance within the organization and its affiliated companies.

General duties of the Knowledge Manager role will include, but are not limited to:

- Providing in-depth and specialized legal and general research to lawyers and students by utilizing print and electronic information resources;
- Providing research support for library users by advising on research strategies, referring them to relevant source materials or by collecting information from outside sources;
- Keeping the firm's lawyers apprised of important new case law and statutes;
- Conducting library training and orientation programmes for lawyers and students;
- Evaluating and recommending the acquisition of print and electronic resources, ensuring the currency and relevance of the collection;
- Cataloguing and classifying all new acquisitions;
- Assisting with the maintenance and development of the content on the Intranet and ensuring that the content is current and meets the needs of the library users;
- Looseleafing;
- Conducting in-house Continuing Legal Education seminars
- Responsibility for processing all requests received from colleagues and clients for releasing and requesting title deeds and/or any original documentation from the CHW vault; Maintaining and updating the appropriate document databases.

General duties of the Compliance role will include, but are not limited to:

- Ensuring compliance with KYC policies, local AML and anti-terrorist financing legislation and local regulatory legislation and guidelines;
- Assisting colleagues with obtaining and maintaining clients' Know Your Client records;
- Writing procedures, developing forms, keeping such procedures and forms up to date with new developments;
- Keeping informed as to present and future legislation and regulatory developments in the jurisdiction;
- Providing training and or arranging for training to colleagues as to policy, legislation and procedures;
- Assisting the Reporting Officer with investigations of suspicious activity.

The successful candidate will possess the following qualifications and skills:

- Masters of Library Science (MLS) from an accredited University;
- Three to five years recent experience in a legal or commercial environment;
- ACAMS compliance certification would be advantageous;
- Excellent communication, organizational and project management skills;
- Advanced computer skills in Microsoft Word and Excel and File Maker Pro preferably in a Macintosh environment.

To apply for this position:

Application with resume should be sent in confidence to:

Manager-Human Resources
Cox Hallett Wilkinson Limited

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E: atuxworth@chw.com
www.chw.com

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Closing Date: 11th May, 2011

**CHW COX HALLETT
WILKINSON LIMITED**

BARRISTERS AND ATTORNEYS