



**THREE CROWNS LLP**

**ROLE PROFILE: CONFLICTS ANALYST**

**LOCATION: LONDON OR WASHINGTON, DC**

### **Three Crowns overview**

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Paris, Washington, DC, and Singapore – and now comprises over 100 people, including 15 partners.

### **The role**

The Conflicts Analyst works with the Risk & Compliance team to identify and analyse potential conflicts of interest for new business intake and new hires.

The role reports to the firm's Director of Risk and Risk and Compliance Manager.

Responsibilities include (but are not limited to):

- Conducting conflict checks and analysing potential conflicts of interest for new business intake, matter opening, and new hires.
- Providing ongoing support to departmental projects relevant to the conflicts process and new business intake.
- Ensuring the timely and efficient processing of conflicts requests.
- Coordinating with the wider Conflicts team in order to meet deadlines.
- Assisting in the training and development of other Conflicts Analysts.
- Developing a thorough understanding of the SRA and ABA rules relating to conflicts of interest and the duties of confidentiality and disclosure.
- Completing twice yearly audits relating to the information held within the conflicts system and updating the relevant firm records as necessary.
- Ongoing data management and maintenance of the systems connected to the conflict checking process (Aderant, Intapp), including investigating potential faults as they arise and liaising with relevant vendors as necessary.
- Calls with the wider conflicts team to discuss cover, know-how, upcoming projects, and workflow.

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- Providing other compliance support, such as but not limited to: client due diligence checks, anti-money laundering assessments, sanctions searches, compliance training and other ad-hoc compliance projects.

### **Skills and knowledge**

- Previous experience of undertaking conflicts of interest checks, and familiarity with the SRA rules and ABA regulations at a law firm.
- Excellent attention to detail and accuracy.
- Strong time management and prioritisation skills, with the ability to juggle competing priorities.
- Ability to work to tight deadlines and produce high quality work under pressure.
- Exceptional communication and interpersonal skills.
- A strong drive to achieve successful delivery and results.
- Ability to work both autonomously and as part of a team.

