



## Role Profile: Risk Advisor

### 1. Overview

<b>Role Title:</b>	Risk Advisor
<b>Function Area:</b>	Risk, Compliance & In-house Legal
<b>Reports To:</b>	Head of Risk/In-house Counsel
<b>Location:</b>	London, Paris or Washington D.C.

### 2. About

Three Crowns was founded 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 Bahrain – and now comprises 13 partners and approximately 90 employees.

The Risk Advisor is responsible for assisting the Head of Risk in the delivery of the Three Crowns' (the Firm's) Risk and In-house legal requirements. The Risk Advisor helps to ensure the Firm remains compliant with regulatory and legislative requirements, while taking a commercial approach to risk-based challenges and contributing to the growth of the Firm.

### 3. Key Responsibilities

The duties of the Risk Advisor will include, but are not limited to, assisting the Head of Risk with the below:

#### Risk & Compliance

- Conducting Anti-Money Laundering/Customer Due Diligence requests
- Running Conflicts of Interest checks and advising on confidentiality (including advising on all relevant regulatory and internal rules)
- PCRE renewals and SRA authorisations
- Dealing with complaints and conduct issues
- New client/matter onboarding and management, including ongoing monitoring of high-risk clients
- New Business Intake improvements and dealing with suppliers such as Intapp
- Implementing and coordinating of information barriers
- The new joiner process with the relevant regulatory bodies in the UK, US and Paris
- Maintaining the Firm's Interests, Appointments and Gifts register
- Compliance reviews and investigations, reporting to the Head of Risk on any current issues, threats or developments as required



## **Governance and Strategy**

- Corporate governance issues and filings
- Assisting with undertaking quarterly COLP and COFA meetings and maintaining a breach register/initiatives for change

## **Legal**

- The firm's internal legal matters: e.g. claims (for and against the firm), deed and resolution preparation, lease renewals etc.
- Compliance with UK (SRA and BSB), French (Paris Bar) and US (DC Bar/ABA rules) rules, authorisations and renewals
- Legal and regulatory implications of the setup of new offices
- Advising on and supporting firm-wide projects e.g. Brexit
- Drafting and reviewing contracts, outside guidelines, engagement letters and procurement terms
- Advising on GDPR (data protection) and privacy issues
- Supplier and client procurement contractual negotiations and terminations
- Researching and drafting briefings on legal market and regulatory changes with particular emphasis on International Arbitration
- Advising on financial sanctions, anti-bribery & corruption and tax evasion issues
- Coordinating the information requests for insurance requirements (professional liability/indemnity, standard office insurances and all related renewals and any claims)

## **Documentation & Training**

- Drafting and maintaining of the Firm's R&C policies, procedures and best practice documentation
- Firmwide training on regulatory and compliance matters
- Developing and updating training materials and guidance notes as required.

## **4. Key Requirements, Skills and Abilities**

- At least 3 years' experience in a similar role at an international firm
- Familiarity with the SRA, Paris Bar and DC Bar/ABA rules
- Ability to manage own workload in order to prioritise conflicting demands and meet deadlines
- Ability to communicate clearly and effectively, both orally and in writing
- Strong organisational skills and attention to detail
- Good team working and interpersonal skills
- Qualified Attorney (preferable, but not essential)
- Fluent French language skills (preferable, but not essential)