



## THREE CROWNS LLP

**ROLE PROFILE:** RISK AND COMPLIANCE LAWYER

**LOCATION:** LONDON, PARIS 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 Risk and Compliance Lawyer will be instrumental to ensuring that the firm meets its Risk and Compliance obligations across its global network.

### The role

Responsibilities of the Risk and Compliance Lawyer include assisting the Director of Risk with the following:

#### Risk and Compliance

- Oversee the firm's conflicts team.
- As part of the firm's new business intake process, undertake (i) anti-money laundering checks, (ii) customer due diligence, and (iii) conflict of interest checks, acting as a point of escalation on related technical questions.
- PCRE renewals and liaising with applicable regulators.
- New client onboarding and matter opening, including ongoing monitoring of high-risk clients and changes to existing matters.
- New business intake upgrades and improvements, including working directly with suppliers such as Intapp.
- Implement and coordinate information barriers.
- Maintain the firm's Registers of Interests, Appointments and Gifts.

- Compliance reviews and investigations; reporting on any current issues, threats or developments. 2 Governance and Strategy
- Corporate governance issues and filings across the firm's global network.
- Assist with undertaking quarterly COLP and COFA meetings and maintaining a Register of Breaches, as well as a list of 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 all applicable regulatory requirements, authorisations and renewals.
- Legal and regulatory implications of new office openings, staff relocations etc.
- Advise on and supporting firm-wide projects as required.
- Draft and review contracts, engagement letters, and procurement terms.
- Review and monitor compliance with Outside Counsel Guidelines.
- Advise on GDPR (data protection) and privacy issues.
- Research and draft briefings on legal market and regulatory changes with particular emphasis on the Firm's practice core areas.
- Advise on financial sanctions, anti-bribery and corruption and tax evasion issues.
- Coordinating information requests for insurance requirements and dealing with any renewals (professional liability/indemnity, standard office insurance, travel insurance etc).

## **Documentation and Training**

- Draft and maintain the firm's Risk & Compliance Manual and related policies, procedures, and best practice documentation.
- Firmwide training on regulatory and compliance matters.
- Develop and updating training materials and guidance notes as required.

## Skills and knowledge

- Minimum 4 years' experience in conflicts and AML gained at an international firm. Demonstrated prior experience with Intapp is essential.
- Prior experience dealing with a broad range of risk-related issues would be a significant advantage.
- Excellent attention to detail.
- Self-starter with developed problem-solving skills and proven ability to work both independently and as part of a team.
- Ability to manage own workload, prioritise conflicting demands and meet deadlines.
- Excellent communication and interpersonal skills, well-organised with good attention to detail.
- Familiarity with the SRA, Paris Bar and/or DC Bar rules (preferred).
- Prior management experience (preferred).
- Qualified lawyer (preferred).