

A nighttime photograph of the London skyline. The Gherkin (30 St Mary Axe) is on the left, illuminated with blue lights. To its right is Paternoster House, a tall, dark building with many lit windows. The background shows other city lights under a dark sky.

LF LUBBOCK FINE

Career Opportunity

Senior KYC

Analyst

Paternoster House | 65 St Paul's Churchyard | London EC4M 8AB

Why Lubbock Fine?

Lubbock Fine is a successful 22 Partner accountancy and tax advisory practice based in the City of London. We are also a founder member of the award-winning global network Russell Bedford International. Continuing our successful organic growth, we plan to expand our team to 200 professionals in 2025. The overarching strategy of the firm at the heart of our success is our vision to 'redefine exceptional'. Now is a perfect time to join us to be part of that success and to help shape the future.

We have a diverse range of clients, both within the UK and around the world. Our specialist business desks look after clients in France, Portugal, India, the Middle East and Africa, we have a newly launched German desk and business operations in the Cayman Islands. Our Dubai office, established in 2006, was one of the first to register as auditors with the Dubai Financial Services Authority.

Our clients cover an array of sectors including property investment businesses, natural resources, and renewable energy firms, the media & entertainment sector, technology, FCA registered firms, charities and not-for-profit and large funds with up to £4bn in assets. With such a diverse client base our work is both challenging and gratifying and offers our people many opportunities to gain exposure to new industries, or to specialise.

Our leadership team is friendly and approachable, and they keep an open-door policy to interact with the LF team at all levels. Our Smart Working policy enables you to reasonably work from where, and when you want, ensuring that you have a high degree of autonomy over how you manage your time.

We take CSR seriously and are a carbon neutral firm. We are heavily engaged in social mobility and charitable activities giving you the opportunity to give back. Employee wellbeing, flexibility and a quality working environment are at the core of the firm's values. We have an extensive range of benefits.

LF understands that everyone will have different long-term personal goals. Consequently, each team member is able to develop a tailored development plan to help them reach their specific career goals. Some of our team members who moved into Industry are now our clients. After a period of time with the firm we offer sabbaticals and international secondments within the RBI network.

If you are looking to take your career path all the way to partnership, the path to achieving this will be completely transparent. LF operates a unique 'Path-to-Partner' training and mentoring programme, allowing you to progress from trainee, into management and then Partnership as fast as you are capable of doing so.

Our Compliance Team

Our Compliance Team is growing, and this newly created role will work alongside the other four roles in the team. Collectively the team ensures that the Firm and its clients adhere to all relevant financial, legal, and industry regulations, including data privacy, tax laws, and anti-money laundering standards, protecting the firm's reputation and financial interests.



Senior KYC Analyst

- **Client Risk Assessments:** Conduct in-depth assessments of client risk profiles to identify potential compliance concerns and mitigate risks
- **Investigate Red Flags:** Investigate and escalate cases involving red flags, Politically Exposed Persons (PEPs), and adverse media findings
- **Report Drafting and Escalation:** Assist in drafting internal reports and escalations for the Money Laundering Compliance Officer (MLCO) and Money Laundering Reporting Officer (MLRO)
- **Client Onboarding Checks:** Review escalated client onboarding checks, including identity verification and Beneficial Ownership analysis
- **Due Diligence:** Perform Simplified Due Diligence (SDD) and Standard Due Diligence (CDD) procedures as part of the client onboarding process
- **KYC Review:** Review KYC forms for client money account setup and changes, ensuring compliance with relevant regulations
- **Flag Suspicious Activity:** Identify discrepancies or suspicious activity and flag them for further review and investigation
- **Training and Development:** Provide training to new starters on risk and compliance procedures to ensure awareness of current practices and regulations.
- **Collaboration with Fee Earners:** Work closely with fee earners to ensure a smooth and compliant onboarding process while maintaining regulatory compliance

We would love to hear from you if you have...

- Strong understanding of AML regulations, anti-money laundering (AML), and risk management frameworks
- Experience in performing client risk assessments and conducting due diligence, particularly in a financial services or legal environment
- Familiarity with complex client structures, including trusts and offshore entities
- Excellent communication, analytical, and organizational skills
- Proficiency in Microsoft Office and compliance-related software tools
- Detail-oriented with the ability to prioritize tasks effectively
- Ability to work collaboratively within a team and liaise with internal stakeholders to ensure compliance

What we will offer in return

- A competitive salary as well as a fully comprehensive range of benefits to include
- Smart Working with core hours from 10am to 4pm
- Christmas bonus scheme
- 4% or 5% pension (matched)
- Private Medical insurance
- Dental insurance
- Interest free season ticket loan
- Enhanced Maternity, Paternity & Shared Parental Leave packages
- Flexible benefits: including healthcare assessments, cycle to work, health cash plan etc
- Employee assistance programme
- 26 days holiday plus bank holidays
- Fresh fruit and snacks in the office every week
- Massage Angels bi-monthly
- Annual Summer away day and Christmas party as well as numerous other team socials
- Annual wellbeing calendar with free seminars, freebies, lunch & learns
- A supportive working environment where development and progression are actively encouraged!

Key Contact

Karen Foot

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