



Available vacancy: Compliance Manager/Data Protection Officer

Term: Full – Time

Hybrid Working

Salary - £40,000.00- £55,000.00 per annum

We are:

We are a leading regional law firm, serving a wide range of commercial and private clients across London and the surrounding counties, from our Head Office in Bromley. Established since 1889, we've come a long way and today we are a modern, progressive practice, proud of our record on diversity and inclusion and reputation for training and promoting staff from within the business.

We are looking for a Compliance Manager to manage a small team to oversee and manage all rules and guidelines, arising from client Policies, SLA's and Audits. Key to this role is maintaining, and expanding where necessary, the framework to ensure the firm is compliant so that we can clearly provide evidence to auditors and clients alike that we are carrying out tasks to FCA, ICO, SRA and ISO rules and guidelines. The Compliance Manager will also ensure that training is provided for all staff on all aspects of compliance and data protection as well as providing analysis and training when non-compliance has been identified. Relationship building is key to this role as you will be working in conjunction with managers and partners across the firm to ensure that compliance and data protection messages are communicated and adhered to.

Qualifications

- Relevant qualification on debt Recovery/Debt Collection. Ideally CICM / CSA (or equivalent) qualified
- At least C grade in GCSE English and Maths
- A Levels/Bachelor's Degree (preferred)

Preferred Experience

- At least 3 years' experience of working in debt recovery as a Compliance/Training Officer or something similar
- Preferable to have worked within the Legal environment

Knowledge:

- Comprehensive knowledge of all legislation relevant to the business of debt recovery, FCA guidelines and best practice
- An understanding of ISO 27001 guidelines and rules and a commitment to expand this knowledge
- An awareness and understanding of the Law Society's Wills and Inheritance Quality Scheme, Conveyancing Quality Scheme and SRA Handbook, guidelines and rules and a commitment to expand this knowledge
- ICO
- Data Protection
- GDPR

We offer an attractive salary and package. You will receive 25 days annual leave plus bank holidays. Other benefits include, contribution to legal fees, death in service benefit, birthday off, Christmas bonus, profit share bonus, access to 'cycle to work' scheme, Bupa Health Cash Plan to name a few.

If your application is unsuccessful, we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.

Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.

We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.

Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.

Please email CV to jprecruitment@judge-priestley.co.uk to apply or for further information.