

**New Vacancy**  
**COMPLIANCE AND FILE CLOSURE ASSISTANT**  
**Kidderminster office**

We have a fantastic opportunity for a Compliance and File Closure Assistant to join our team in Kidderminster.

**The role and opportunity**

This is a key role in which you will be assisting with various aspects of compliance administration, and will involve compiling, monitoring, and analysing compliance with the firm's policies and procedures including liaising with fee earners. The role holder will be required to keep meticulous records to ensure the firm can demonstrate full compliance with its regulatory requirements as well as audit and inspection purposes. The successful candidate will also assist with closing and archiving files and associated tasks.

**About you**

You will be diligent and organised with a good eye for detail, as well as possessing excellent interpersonal skills. Whilst working as part of a team, you will be a self-starter with the ability to show initiative. Proficiency in the use of information and communications technology is essential.

**About mfg**

mfg is a leading regional law firm with offices across Worcestershire, Shropshire and Birmingham. We're award winning, dynamic and forward-thinking with a modern outlook yet traditional backbone, tracing our roots back to 1556. Our well-established, secure client-base come to rely on us through a range of 'full service' disciplines spanning corporate/commercial to private client. With over 220 partners and staff, we're a good size to make a difference. [Click here](#) to see more.

**The team**

Reporting into the firm's Compliance Partner, you will be part of our compliance and administrative support team of five people in which there is very much an emphasis on working together and collaborating towards team goals. Given the nature of work, there will be occasions where you are working 'standalone' so the ability to be self-sufficient and self-motivated are key attributes, whilst understanding the importance of your contribution to the wider team.

**Why join us?**

At the core lies the firm's values, 'one team' ethos and supportive culture. We offer a rewarding career of quality work and a fantastic environment in which people grow. You'll get a competitive salary, 25 days' holiday per year (including three days at Christmas) to start and of course Bank Holidays, healthcare provision, healthy work/life balance and other perks. Committed to inclusion, we aim to employ a diverse section of the community whilst our work for good causes continues to flourish.

**Apply now**

Please email your up-to-date CV and cover letter, setting out your suitability and salary expectations, to [recruitment@mfgsolicitors.com](mailto:recruitment@mfgsolicitors.com). Interviews will be arranged as suitable applicants apply.