

STEWARTS

Job description

Job title:	Senior Administrator
Reporting to:	Director / Senior Compliance Lawyer
Department:	Compliance
Location:	London
Purpose of role:	<p>We're a fast-paced and high-performing team of in-house lawyers looking for a trusted organiser and experienced administrator with a keen interest in project/process ownership, monitoring and internal client-service delivery.</p> <p>Our Senior Administrator is the linchpin of our Risk and Compliance team—keeping workflows organised, maintaining accurate registers, and acting as the first point of contact for compliance enquiries. You'll manage key monitoring processes, triage requests, oversee compliance updates, support reporting and audits, lift team performance and help keep our operations running seamlessly to ensure SRA and data protection standards are consistently applied across the firm.</p>
Hours:	Permanent, full time
Reviewed:	December 2025

Support the Director of Regulatory Compliance & Data Protection Officer and the firm's Risk & Compliance Lawyers in actively managing our team and ensuring that the firm's solicitors' regulatory and data protection compliance policies and procedures are consistently implemented across the firm.

Exceptional candidates who already have significant and long-standing administrative or project management experience won't need prior experience in risk, data protection or compliance, but will need to have a genuine and demonstrable interest in joining a Risk and Compliance team.

Job responsibilities:

- First point of contact for partners and staff on compliance and data queries and notifications, providing guidance and resolving first contact issues where able and otherwise allocating to Compliance Lawyers and facilitating internal service level delivery.
- Responsible for a running and reporting on a number of key monitoring processes.
- Responsible for maintaining and monitoring compliance registers as required, ensuring accuracy and timely updates.
- Management reporting
 - Preparing and delivering monthly compliance reports to Heads of Department, including findings, trend analysis and recommendations.

- Assisting with preparing quarterly management reports for senior management.
- Assisting with the preparation and delivery of the annual central quality assurance file audit programme and delivering post-audit feedback to fee-earners including primary point of contact for fee earner queries and engagement during the process.
- Co-ordinating and contributing to internal Compliance content. Responsible for co-ordinating, regular internal firm-wide updates, (and where appropriate drafting) internal compliance articles and firm guidance.
- Team Co-Ordination
 - Diary management and coordination
 - Facilitating weekly Regulatory Compliance and Data Protection Team meetings (including assisting with agenda setting and chairing)
 - Facilitating firm-wide Compliance Champion meetings (including assisting with agenda setting and chairing)
 - Regulatory Compliance and Data Protection Team L&D Champion: co-ordinating and identifying team learning opportunities.
 - Support the development and rollout of new compliance initiatives, policies, and technology solutions.
- Undertake administrative tasks, research and provide support and assistance when required to other members of the Risk and Compliance team.

This role is not a Case Opening and AML role (which is undertaken by a separate team).

General Skills and Experience:

Essential Criteria

- *Proven Administrative or Operational Expertise.* Extensive experience in managing complex administrative processes with accuracy and efficiency, including investigating issues and problem solving. This is a high-performing and busy team of in-house lawyers, requiring an experienced and deft team co-ordinator and administrator.
- *Technical Proficiency.* Strong IT skills, including Microsoft 365, Excel and compliance-related systems; ability to troubleshoot and improve processes.
- *Project Management Skills.* Demonstrated ability to plan, coordinate, and deliver projects on time, ensuring compliance with internal standards.
- *People Management & Leadership.* Experience in coordinating teams, fostering collaboration, and enabling high standards of performance.
- *Organisation & Prioritisation.* Exceptional organisational skills; able to manage competing priorities and meet deadlines under pressure.
- *Judgement & Discretion.* Sound decision-making and understanding of the importance of confidentiality in handling highly sensitive and commercially critical information.
- *Communication & Interpersonal Skills.* Professional, articulate, and empathetic communicator; able to build strong relationships across all levels.

- *Commercial Awareness.* Understanding of business priorities and ability to represent the department and firm appropriately.
- *Reflects our values:* Teamwork, innovation, manners and excellence.

Desirable

- Experience in process improvement and implementing technology solutions.
- Recognised qualification or training in project management.
- Previous experience in a compliance, legal, or risk management environment and/or familiarity with SRA or GDPR frameworks (*not required if you have demonstrable strength in depth previous administrator or project manager experience, and a genuine enthusiasm to work within a law firm compliance and risk team*).