

Position Description

Role	Trust Account Compliance Officer	Reports to	Regulatory Services Manager
Approval date	20 September 2024	List any attachments to this document	
<p>Position summary</p> <p>The primary purpose of the role of the Trust Account Compliance Officer is to contribute to the Society’s regulatory functions in relation to practitioner compliance with trust account obligations. Reporting to the Regulatory Services Manager, this role also assists the Society investigate the affairs of law practices to detect when trust money has been improperly applied, including dishonest defaults. Educating law practices about legislative trust accounting requirements and good trust accounting practices is a key responsibility of this role.</p>			
<p>Responsibility profile</p> <p>Common responsibilities:</p> <ul style="list-style-type: none"> Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner Participate in and promote ACT Law Society core workplace programs, including, but not limited to, those relating to performance and professional development Work collaboratively within the business group and across the organisation to promote effective communication and information sharing. <p>Specific responsibilities:</p> <ul style="list-style-type: none"> Administer a program to monitor compliance of law practices with legislative trust accounting provisions, including reviewing and responding to external reports and notifications, and ensuring appropriate processes are in place and maintained Review and respond to enquiries from law practices, external examiners and inspectors regarding legislative requirements in regard to trust accounts and provide technical support to team members responding to trust account enquiries Investigate the affairs of law practices to detect when trust money has been improperly applied, including dishonest defaults Support the legal investigation function, in relation to potential trust account issues Prepare reports regarding non-compliance with legislative requirements and suspected improper applications of trust money, investigation outcomes and issues/themes Develop and maintain guidance for practitioners relating to trust account requirements based on analysis of relevant data maintained by the Society Deliver awareness raising and education initiatives on trust account requirements and good trust accounting practices Support appointments of external intervenors and discharge functions where appointed as Supervisor of a law practice trust account Ensure that quality, timely and customer-focused services are provided to the profession Perform other reasonable duties as directed and necessary in a small team, commensurate with the seniority of the role 		<p>Appointment profile</p> <p>Essential:</p> <ul style="list-style-type: none"> Tertiary qualifications in Accounting, Business or equivalent which provides immediate eligibility for CPA or CA certification Sound knowledge of contemporary accounting and financial auditing practices and principles Ability to interpret and apply the provisions of legislation applicable to the operations of law practices and trust accounts Ability to examine legal accounting records and client files to ascertain whether client funds have been properly dealt with High level written and oral communication skills with the ability to prepare complex reports and recommendations Ability to collect, analyse and evaluate evidential information Excellent problem solving and analytical skills <p>Desirable:</p> <ul style="list-style-type: none"> Previous experience as an investigator/compliance officer Experience working in a member-based association Knowledge and understanding of the legal services sector <p>Competencies</p> <ul style="list-style-type: none"> Engage with all relevant stakeholders professionally Work in a manner consistent with the Society’s policies and procedures Demonstrate initiative and ability to adapt to competing priorities Contribute to a workplace culture that is consistent with the Society’s vision and objectives Act with integrity in the workplace exuding trust, honesty, and decency 	