

LEGAL OFFICE JOB OPPORTUNITY

Databank is the leading investment firm in Ghana. Our leadership role has been driven by proven investment expertise. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. These products and services include wealth management, institutional funds management, pension fund management, brokerage services, corporate finance and research services. Our Legal Department which is a registered Chamber is seeking a self-motivated and innovative person for the role of a Legal Officer to join the Team.

Interested Applicants should send their CV and an application letter to careers@databankgroup.com by close of business on Wednesday September 26, 2017. The subject of your email application should be *Legal officer*.

Job Purpose & Summary:

To work closely with the Head of Legal to ensure the effective management of all legal aspects of the Firm's business relationships and ensure regulatory compliance within the Firm.

Duties and Responsibilities:

- ✚ Assist in the continuous development and implementation of the Group's regulatory compliance programme
- ✚ Engage in the implementation and regular review of regulatory changes to the Group's compliance programme
- ✚ Advise on legal actions by the company or against the company and liaise with External Counsel when required
- ✚ Draft and review legal contracts, agreements and other documents as required by the Group
- ✚ Provide Company Secretarial services for the Group and/or related Mutual Fund companies
- ✚ Assist Head of Legal in the provision of legal advice to the Group to serve both internal and external clients on a broad range of legal matters
- ✚ Carry out research and prepare memoranda and/or legal opinions on various areas of the law assigned

- ✚ Manage legal and regulatory risk and liaise with relevant Departments to ensure that where legal risks have been identified, appropriate courses of action have been taken
- ✚ Handle complaints against the Group and any associated legal and regulatory issues ·
Undertake any other related responsibilities as assigned by the Head of Legal from time to time

Education/Qualifications

- LLB from a recognized University
- Must have been called to the Ghana Bar with a minimum of 3 years at the Ghana Bar
- A GSE Securities Course certificate is not essential but will place any candidate at an advantage

Skills/Competencies

- ✚ Must have experience in civil litigation and court room practice
- ✚ Must have sound knowledge of the Companies Act, 1963 (Act 179) and all the laws and regulations relating to the capital markets and securities industry
- ✚ Must have good understanding of the Constitution of Ghana and other laws relevant to the business environment
- ✚ Must be computer literate
- ✚ Must have excellent writing skills

Only shortlisted applicants will be contacted.

Terms and conditions apply