Head of Legal Affairs

Applicant's qualification, skills and application procedures:

Job Grade:

Minimum Assistant Vice President (AVP) to Maximum Vice President (VP). However, shall be determined based on skillsets and experiences of the incumbent.

The Head of Legal Affairs will be responsible for leading the legal team of the Company in managing legal issues and transactions arising from the overall operation of the organization, including documentation and litigation.

Company Overview:

LankaBangla Finance PLC. is a top financial institution in Bangladesh, offering innovative solutions and a wide array of services to meet client needs, all while upholding integrity and transparency. With a commitment to continuous improvement and technological advancement, they aim to drive growth and prosperity for customers and the economy.

Key Accountabilities:

- **Strategic Leadership and Collaboration:** Provide strategic leadership and collaborate with other functional areas, such as risk management, finance and operations to achieve the NBFI's business objectives while managing legal risks effectively.
- **Legal Compliance and Risk Management:** Ensure compliance with all relevant laws, regulations and guidelines governing the NBFI sector in Bangladesh. Identify legal risks and develop strategies to mitigate them effectively.
- **Documentation and Contract Management:** Oversee the drafting, review and negotiation of legal documents, contracts, and agreements to protect the interests of the Company and ensure legal clarity and enforceability.
- **Litigation Management:** Manage all legal disputes, litigation and regulatory proceedings involving the Company, including coordination with external legal counsel, preparation of legal strategies, and representation in courts and regulatory bodies.
- **Stakeholder Management:** Build and maintain effective relationships with internal stakeholders, including senior management, department heads and employees, as well as external stakeholders such as regulators, legal counsels and industry associations.
- **Legal Support:** Offer legal assistance for daily operational matters, contracts, opinions, documentation, etc. both for the Company and its subsidiaries.
- **Policy Development and Implementation:** Develop and implement robust legal policies, procedures and frameworks to streamline operations, enhance compliance and mitigate legal risks across the organization.
- **Corporate Governance and Board Support:** Provide guidance and support to the Board of Directors and senior management on corporate governance matters, ensuring adherence to corporate governance principles and best practices.
- **Regulatory Affairs and Reporting:** Stay abreast of changes in regulatory requirements and liaise with

regulatory authorities to ensure timely compliance and reporting. Represent the Company in regulatory inquiries and examinations.

These key accountabilities encompass the core responsibilities of the Head of Legal Affairs, ensuring legal compliance, risk management, governance and stakeholder engagement to support the organization's success and sustainability.

Key Qualifications, Skills and Competencies:

- **Educational Qualifications:** The job requirement specifies that candidates should hold an LL.B (Bachelor of Laws) or LL.M (Master of Laws) degree from a reputable university. This educational background ensures that candidates have a foundational understanding of legal principles and practices necessary for the role of Head of Legal Affairs.
- **Certifications:** Specific certifications such as Bar Admission, Corporate Law Certification, Compliance Certification, Legal Project Management Certification, Leadership and Management Certifications and other Industry-Specific Certifications will be added advantage. (Desired but not mandatory)
- **Experience:** At least 12 years of practical working experience in a related industry or reputed in-house legal chamber, with experience in financial market transactions, documentation, litigation, and regulatory aspects.
- **Industry Knowledge:** Industry knowledge involves understanding regulatory frameworks, financial products, market trends, risk management practices, financial reporting standards, customer protection laws, technology trends, ethical considerations and corporate social responsibility initiatives. This knowledge enables effective navigation of legal and regulatory complexities, supports strategic decision-making and contributes to the organization's success and sustainability in the dynamic financial services sector.
- **Leadership Skills:** "Leadership qualities, strong interpersonal and communication skills" highlight the desired attributes for the role, emphasizing the need for effective leadership, relationship-building, and communication abilities to lead the legal team and engage with stakeholders effectively.
- **Technical Skills:** Extensive knowledge of relevant litigation and documentation, including commercial and banking laws, contractual negotiation, land laws, project finance, sale and purchase of securities, lease transactions and asset acquisition processes.

Compensation & Benefits:

- **Cash Benefits:** Festival Bonus, Provident Fund, Gratuity, Annual Increment, and Performance-related Bonus.
- **Non-Cash Benefits:** Auto lease facility with fuel allowance, personal loan and home loan facility at a privileged interest rate, medical benefits including life insurance and hospitalization insurance for emergencies and mobile allowance.

If you are interested to take the challenge with passion, please send your resume at
career@lankabangla.com

Application Deadline: May 20, 2024