

# MANAGER – LEGAL

(CONTRACTS/AGREEMENTS, SPECIAL ASSIGNMENTS AND RETAIL BANKING UNIT)

To attend to legal assignments of the bank pertaining to agreements/contracts, special assignments, legal research, legal opinions and retail banking queries.

## THE JOB

- To draft and review various types of legal agreements for internal departments of the Bank, review trust deeds, review power of attorney formats and board resolutions.
- Providing opinions in consultation with Vice President /Team Leader.
- Assist the Vice President/Team Leader in drafting and reviewing of agreements and other related documents for execution including credit line agreements.
- Review and advice on product programme guides and other internal policy documents of the Bank.
- Ensure that agreed service turnaround time relating to the provision of legal assignments are adhered to in 90% of all cases referred, without compromising the accuracy and quality of work.
- Attend to any other matter as and when referred to by Vice President/Team Leader.
- Minimize the expenses (without lowering standard and efficiency) of the Legal Department.
- To understand the legal framework of the Bank with all applicable laws.
- To ensure safe-keep of all documents as per policy.
- To conduct legal research as and when requested by Vice President/ team leader.

## THE PERSON

- Possess a qualification of Attorney at Law, Notary Public (Colombo), Commissioner for Oaths.
- At least 12 - 15 years of experience in Company Law /Banking Law.
- Ability to draft various types of Agreements and legal documents.
- Honesty, Integrity and Team player.
- To be up to date on new laws applicable to the Bank.
- High level of motivation, aspiration and determination.
- Ability to work in high volume, high pressure work environment and meet deadlines.
- Attention to detail in all assignments.
- Excellent communication skills and Presentation Skills.
- Ability to negotiate on legal clauses in the best interest of the Bank.
- Ensure complete compliance with all applicable regulations (both internal and external) with zero litigation and regulatory issues.

The position is at Manager Level

Please login to <https://www.ndbbank.com/careers> to apply on or before 18th May 2025

We will correspond only with the shortlisted applicants

"We are an equal opportunity Employer"



**NDB bank**

The future is banking on us

Vice President Human Resources