

Re - advertisement: Head of Legal and Company Secretary Job

Banking Sector

Serve as the Chief Legal advisor for the Board of Directors and the Bank, advisor on legal/regulatory and compliance risk management and Secretary to the Board.

Responsibilities

Legal Support

- Administer the legal affairs of the Bank, provide in-house legal research and advice, and manage relationships with external legal advisors for:
 - correct perfection of Bank's securities
 - efficient management of the litigation portfolio
 - negotiation of agreements/contracts on behalf of the Bank
- Co-ordinating all commercial legal related matters with the Bank's external counsel.
- Providing legal advice to management and board as well as identifying new or modified laws and regulations that may affect the Bank's business and advising management.
- Evaluating legal risks posed by new business activities, products etc. and advising management.
- Assist in structuring of business transactions to minimize legal risks
- Develop and maintain efficient and effective relationships with external counsel, as well as review the performance of the panel of lawyers against the agreed upon SLA's.
- Scrutinize of all credit and security documents to certify the completeness and correctness
- Preparing and reviewing contracts and other legal documents (facility letters, chattels mortgages, SLAs, contracts)
- Liaise with external lawyers for perfection of securities and maintain a bi-weekly schedule of outstanding securities
- Custodian of contracts, certificates, licenses and other legal documents
- Co-ordinated litigation for and against the company.

Regulatory Compliance

- Keeping abreast of developments in Corporate Governance practices and advice the business accordingly.
- Serve as central liaison for all engagements with Regulatory authorities
- Review of all Bank's standard documents from time to time
- In charge of the bank's Compliance
- Support to Risk and Compliance by ensuring that Bank's procedures and laid down instructions are followed to minimize legal risks
- Prepare legal risk reports when so required

- Ensuring the regulator is updated promptly on changes in board membership and direct reports to the managing director
- Preparing the application for renewal of the different licenses and policies, annually, within the prescribed time frame;

Board Support

- Co-ordinating board and management committee meetings, preparing Board papers, managing attendance of the meetings and ensuring minutes are kept
- Preparing, distributing and co-ordinating the follow-up of minutes and matters arising from board and other management committee meetings
- Convening and servicing annual general meetings (AGM) meetings (producing agendas, taking minutes; conveying decisions among other tasks.);
- Providing support to committees and working parties such as the Board of Directors, Board Committees, other banks committee;
- Handling correspondence before and after meetings;
- Providing legal/financial advice during and outside of meetings.
- Secure client financial information and maintain the Bank's policy and procedure manuals
- Attended to and resolved shareholders' and directors' queries and issues.

Qualifications

Education/Qualifications:

- University degree – LLB from recognized university
- Possession of Masters (LL.M, MBA is an added advantage)
- Banking qualifications (AKIB, ACIB is an added advantage)

Professional Qualifications:

- Advocate of the High Court
- CPS(K)

Experience/Background expected from the job holder:

- An experienced Advocate of the High Court with good exposure to wide complex commercial, conveyancing and debt recovery work pertaining to Banks
- Experience in general company secretarial duties
- Exposure to general banking operations
- Experience in dealing with different stakeholders and diversified view points, and ability to look at issues from multiple dimensions

How to apply

If you are up to the challenge & fit the required profile, please apply highlighting your qualification, experience and career aspirations match the requirement for this position.

Application should be sent latest **9th September 2019** clearly indicating the position you are applying for on the Subject to: recruitment@spirebank.co.ke