



# JOB WATCH

## LEGAL OFFICER

**Databank** is the leading investment firm in Ghana. Our mission is to help Ghanaians achieve financial independence by providing financial literacy and offering a diverse range of investment products and services. This leadership role has been driven by proven investment expertise and a strong Sales and Marketing team. Databank offers investors a range of products and services that include Wealth Management, Institutional Funds Management, Pension Funds 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](mailto:careers@databankgroup.com) by **close of business on Wednesday July 14, 2021**. The subject of your email application should be '**Legal officer**'. Only shortlisted applicants will be contacted.

### **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.

### **Skills/Competencies:**

- Must have experience in civil litigation and court room practice
- Must have sound knowledge of the Companies Act, 2019 (Act 992) and all the laws and regulations relating to the capital markets and securities industry
- Must have a good understanding of the Constitution of Ghana and other laws relevant to the business environment
- Must be computer literate
- Must have excellent writing skills

### **Duties/Responsibilities:**

- Assist in the continuous development and implementation of the Group's regulatory compliance program
- Engage in the implementation and regular review of regulatory changes to the Group's compliance program

- 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

### **Required 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 GSI/GSE Securities Course certificate is not essential but will place any candidate at an advantage

***Terms and conditions apply.***