

DEPUTY 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 10 - 12 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 Junior Executive 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