



## Ready to take the next step in leadership?

At Seylan, we help everyone unlock their best potential. As a part of our team, we can pave your path forward, to secure your place among the future bankers of our country.

### Legal Officer

#### Job Responsibilities

- Draft and review legal pleadings, appear in courts as Instructing Attorney on behalf of the Bank and liaise with court registries to ensure timely and accurate handling of cases.
- Coordinate with external counsel, monitor progress, and ensure timely follow-up on cases.
- Maintain and update case records and the Legal Monitoring System; report case progress to management and respective Branches and Departments.
- Conduct title/deed searches at Land Registries; prepare title reports and pedigrees; draft and attest deeds and related instruments. Provide legal opinions to the Branches and Departments on title matters relating to mortgaged or proposed mortgaged properties.
- Handle registration of deed, mortgage bonds; ensure delivery of registered documents to relevant branches; maintain up-to-date records of deeds and mortgage bonds
- Provide timely, practical legal advice to business units, ensuring compliance and managing legal risks.
- Draft and review agreements and transactional documents; support standardization of legal documentation.
- Liaise with external counsel, regulators, and authorities on legal matters.
- Stay updated on legal and regulatory developments; engage in legal research and provide the outcome expeditiously.

#### The Person

- Should be an Attorney at Law with a minimum of 04 years experience.
- Possession of Notarial license in English within the jurisdiction of Colombo High Court and sound knowledge in conveyancing.
- Should be Computer Literate coupled with good Public Relations skills and be able to communicate efficiently in both English and Sinhala.
- Ability to draft/prepare Legal documents and Deeds / Mortgage Bonds independently.
- Previous experience in the Commercial banking sector would be an added advantage.

If you fulfill the above criteria, we invite you to email your cv along with a recently taken photograph to [careers@seylan.lk](mailto:careers@seylan.lk) within 7 days of this advertisement.

Only the shortlisted candidates will be contacted by Seylan HR.

