



Pan Asia Bank, The Truly Sri Lankan Bank, with over twenty-eight years of experience in the Banking Industry, is on an ambitious growth trajectory. The Bank was awarded 'Best Employee ESG Program of the Year 2022' by Global Banking & Finance Awards UK. It was also honored by LMD as one of the top 15 'Most Awarded Entities' in Sri Lanka while being among LMD's 'Most Respected Entities' and Business Today magazine's Top 40 Business Entities in Sri Lanka.

We are looking to handpick dynamic, results-oriented and highly motivated individuals to join us on this exciting journey and to make a positive contribution as valued members of our growing organization.

LEGAL OFFICER

Legal Department

Job Profile:

- Prepare and serve Letters of Demand (LOD) to induce the obligations to repay as the preliminary step to commence the legal procedure
- Prepare pleadings / related other court documents / filing legal actions within the given period and draft court pleadings for the cases filed against the Bank
- Brief the counsels on the cases when referring the cases to senior counsels
- Represent the Bank in Colombo and outstation courts as needed, handling cases filed by customers or third parties, as well as cases initiated by the bank.
- Advise the branch staff and support departments about customer-related issues and draft and approve legal letters
- Vet and approve the service level agreements where the Bank enters with third parties
- Arrange and attend consultations and provide required details and advice to resolve the cases
- Coordinate and arrange necessary documentation and witnesses for conducting trials as and when required, supporting the motions and application by the Bank in the Court of Law
- Assist in managing the cases by tracking case progress, maintaining case files, and ensuring compliance with internal policies and legal requirements
- Conduct legal research to understand relevant laws, regulations, and industry practices related to recoveries and stay updated on legal developments that may impact the recovery process

Candidate Prerequisites:

- Must hold the qualification of an Attorney-at-Law
- Minimum of 05 years of experience in a commercial bank/ financial institution /law firm as an Attorney-at-Law
- Should be a Notary Public licentiate to practice in English
- A bachelor's degree in law will be advantageous
- Master of Law (LLM) from a recognized University will be an additional advantage
- Knowledge of drafting pleadings, providing legal advice, vetting legal documents, and approving service-level agreements is beneficial
- Excellent written and verbal communication skills
- Ability to work independently and to work under pressure.
- Ability to work in a computerized environment

Remuneration:

The successful candidates will be provided with an attractive remuneration package including fringe benefits, commensurate with industry standards.

If you are a results-driven Banking professional looking for a challenging and rewarding opportunity, we invite you to apply for the position through our career portal before the deadline provided.

APPLY NOW