

Principal Officer, Legal & Recovery

ROLE:

Rank: Principal Officer

Job Location: Anywhere in Bangladesh

Reports to: Head of Special Assets Management

Department: Special Assets Management

CORE RESPONSIBILITIES:

- Cross-checking legal opinion provided by external lawyer, ensuring full legal compliance upon scrutinizing & checking of all legal documents relating to land & land related properties, flat/Floor space which are proposed for/against our credit financing i.e. Charge Documents, property documents.
- Preparation & checking of all types of Charge Documents i.e. Deed of Mortgage, Deed of Irrevocable General Power of Attorney, Tripartite Agreement, Memorandum of Deposit of Title Deed, Deed of Redemption, Deed of Revocation, Letter of Hypothecation, various types of Letter of Undertaking & all other Charge Documents required in Sanction Letter.
- Monitoring the completion of due diligence and check all the land & apartment related documents by external service
- Providing the list of original documents to be collected by the concerned Branch against proposed security & checking the apparent genuineness upon receiving the original copy.
- Ensure compliance of all regulatory requirements and laws as per their guidelines.
- Conversant with Artha Rin Adalat Aain, 2003, Negotiable Instrument Act, Civil and Criminal law, Labour Laws, Bank Companies Act, Transfer of Property Act etc.
- To perform general legal services for the company, including direction on corporate and commercial issues, contract documentation, litigation matter and others related issues.
- Provide timely and relevant management information and ensure regulatory reporting within deadline on regular and on demand basis.
- Solve the legal matters by following relevant laws and regulations.
- Assist in preparing departmental reports.
- Monitor the panel lawyers for the progress of matters referred to them.

EDUCATIONAL REQUIREMENTS

- Minimum CGPA 3 out of 4 in Graduation /Post-Graduation with a major in Law from any reputed university

EXPERIENCE REQUIREMENTS

- Minimum 4-6 years of experience in Recovery/ Legal/ Mortgage support
- Candidates with experience from Banks & NBFIs will get preference

United Finance Ltd. is an equal-opportunity employer.

Interested candidates are encouraged to Apply by logging in to Bdjobs.com through this link –

<https://jobs.bdjjobs.com/jobdetails.asp?id=992330&fcid=-1&In=1&JobKeyword=Principal%20Officer,%20Legal%20%20Recovery>

Application Deadline: October 21, 2021