



Legal Counsel & Corporate Secretary

Reporting to the Chief Risk Officer, the Legal Counsel & Corporate Secretary will work with senior stakeholders throughout the business as well as with external attorneys appointed by Clarien. The incumbent will provide legal guidance on a wide range of matters, including corporate governance, the negotiation of general commercial contracts, employment law and regulatory issues. As Corporate Secretary, the role will also include managing board meetings, maintaining corporate records and overseeing the corporate administration associated with Clarien's legal entities.

Primary Responsibilities:

- Provide expert legal advice and guidance on a variety of legal issues, including corporate law, commercial transactions, regulatory compliance, employment law and litigation matters.
- Draft, review and negotiate contracts, agreements and other legal documents to ensure Clarien's interests are protected.
- Manage and oversee external legal counsel as needed.
- Handle litigation legal disputes and enquiries and manage litigation matters.
- Work with Clarien's Compliance & Operational Risk function to provide advice on compliance with current and emerging laws and regulations affecting its businesses.
- Organize and manage all aspects of board and board committee meetings, including scheduling, agenda preparation, distribution of materials and meeting minutes.
- Work with Clarien Corporate Services Limited to assist with the preparation and submission of statutory and regulatory filings.

- firms in Bermuda, the UK and its Crown Dependencies, Canada, Australia or New Zealand.
- Exceptional interpersonal and communication skills, with the ability to interact effectively with board members, executives, other attorneys and staff at all levels of the organization.
- Strong organizational and technical skills and attention to detail.
- High level of integrity and professional ethics.
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment.

The successful candidate must have:

- Strong academic background and stable career history.
- Commonwealth qualified with 5+ years PQE with recognized

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than October 25th, 2024 to:

Human Resources Department
25 Reid Street, Hamilton HM 11
P.O. Box HM 665, Hamilton HM CX
Email: jobs@clarienbank.com
Fax: + 441 296 7701

Point House, 6 Front Street, Hamilton HM 11, Bermuda
www.clarienbank.com | 441 296 6969

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited, through its wholly owned subsidiary companies, is licensed to conduct bank, investments, corporate services and trust business by the Bermuda Monetary Authority.

