



FINCA[®]

CORPORATE LAWYER

JOB RESPONSIBILITIES:

- Draft and review necessary documentation for the financial products of the Organization;
- Review internal policies and procedures to ensure they are drafted in accordance with legislation;
- Prepare and review corporate documentation, including resolutions and decisions of the Shareholders, Board of Directors, Committees and Management Team of the Organization;
- Register branches, representative offices and managers of the Organization at CBA;
- Prepare necessary documentations to submit to CBA in accordance with legislation;
- Provide legal assistance to head office and branches of the Organization;
- Prepare and review legal and corporate documentation required to complete corporate finance transactions with local and foreign lenders;
- Draft, review and negotiate contracts with contractors necessary for the operation of the Organization;
- Perform other related tasks and assignments, as requested.

REQUIRED QUALIFICATIONS:

- Bachelor degree in Law, post-graduate degree is preferred;
- At least one year of relevant experience;
- Good knowledge of Civil law, including Banking, Securities market, Antitrust law; Labor, Administrative, Tax and related legislation;
- Ability to contribute to building a positive team spirit;
- Awareness and adherence to business ethics;
- Capacity to work under time pressure;
- Effective interpersonal skills;
- Ability to operate sensitively in business environment and develop effective working relations with colleagues and clients;
- Advanced skills and knowledge of MS Word, Excel, Outlook;
- Fluency in the Armenian and English languages, good knowledge of Russian is a plus.

APPLICATION PROCEDURES:

If you meet the requirements above and are confident that your background and experience qualifies you for this position, please e-mail your detailed CV to FINCA at: hr@finca.am. Please specify the subject line of your email as “Corporate Lawyer” naming your CV by your name and surname.

APPLICATION DEADLINE: February 11, 2018