

Position Title	Legal and Corporate Support Assistant
Reporting to	Legal Team
Direct Reports	None

Position Purpose
Support the legal team in day to day legal, clerical and company secretarial/governance work

Responsibilities
<ul style="list-style-type: none"> • Providing administrative, secretarial and clerical support to the legal team (currently four lawyers) to help them optimise their time • Formatting, editing and proofreading documents • Preparing, printing and arranging signature of documents (via DocuSign, e-signature or wet ink signature); sending to relevant parties; keeping records of documents sent • Filing all contracts and corporate documents and updating/maintain hard/soft copy registers • Reviewing legal invoices (incl for duplication and to ensure correct fee rates are applied), submit for approval and payment, and preparing and maintaining spreadsheets to track legal spend on projects • Filing and recording company information (internally) and keeping corporate folders and tables up-to-date; ensuring appropriate documentation is obtained from relevant individuals • Manage and collate all information required for KYC/due diligence processes (including filling in forms) and work closely with the relevant counterparty to ensure the smooth completion of their KYC requirements; • Liaising with external legal advisors and company secretarial service providers to obtain certified /notarized copies of constitutional documents etc (ensure such documents are filed on receipt) • Drafting documents for appointment/resignation of directors, checking requirements for holding of AGMs and directors meetings in coordination with project companies and, where relevant, external legal counsel and company secretarial service providers • Assist and liaise with external counsel for incorporation of special purpose companies in Africa, Cayman, Middle East • Update, maintain and create structure and organizational charts • Review standard engagements for service providers • Keep external company secretarial service providers informed and up-to-date with corporate documentation • Assistance with filing of expense claims • Any other ad-hoc activities to assist the legal team and the business teams

The successful candidate will be expected to perform this role for the duration of their employment. The legal team is not looking for someone to train and progress, but instead needs a suitable person to continue to provide this support on a permanent basis.

Person Specification	
Minimum Experience Requirements	<ul style="list-style-type: none"> • previous experience is preferable but training will be given • legal knowledge an advantage (knowledge of companies law)
Minimum Education Requirements	<ul style="list-style-type: none"> • diploma or undergraduate degree
Required Role Related/Technical Skills <i>Rating – Basic, Intermediate, Expert</i>	<ul style="list-style-type: none"> • MS Office Suite – good knowledge of Word (incl document formation, formatting etc), Excel, PPT etc • Typing skills • Excellent written and verbal communicator • Languages: <ul style="list-style-type: none"> ○ English: fluent (necessary) ○ French: fluent (will be a strong advantage) ○ Arabic (written) will be an advantage
Interpersonal/ Behavioural Skills <i>(minimum 5 key areas)</i>	<ul style="list-style-type: none"> • Organised • Time management • Team player • Attention to detail • Logical • Communication skills • Adaptable • Resilient • Ability to multitask and being comfortable dealing with a diverse pool of people