

WE ARE HIRING

LEGAL CLERK

Applications are invited from suitably qualified individuals to apply for the position of **LEGAL CLERK** within FINCORP. This position is based at Fincorp Head Office and reports to the Senior Manager Legal Affairs.

JOB GRADE

11

JOB PURPOSE

To provide administrative assistance to the legal function

ROLES AND RESPONSIBILITIES

- Develop and Monitor a register of FINCORP Group contracts and agreements
- Develop and monitor a register of all securities
- Verify Assets surrendered as securities through physical identification
- Receive and review client files once referred for legal action to ensure completeness of all legal requirements
- Deliver Letters of Demand and monitor responses
- Facilitate the repossessing of goods as may be appropriate
- Ensure all repossessed or surrendered goods are kept safely and are accounted for
- Co-ordinate and supervise auction sales of repossessed or surrendered goods
- Co-ordinate direct sales of surrendered goods
- Maintain and monitor records of insurance of assets
- Maintain warehouse attached assets report
- Update and maintain ITC records for the Group
- Ensure proper bond registrations and cancellations

- Maintain a record of registered Bond documents, and title deeds and file accordingly
- Prepare "acknowledgement of receipt" of title deed original documents that have been returned to rightful clients for client sign-off
- Keep record and be custodian of all other security documents.
- Receive and keep a record of original documents of payment guarantees to Fincorp
- Prepare payment guarantee documents to third parties from Fincorp, and maintain proper records thereafter.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Diploma in Law or related
- One (1) year relevant experience in corporate environment
- Experience in financial services sector will be an added advantage

REQUIRED KNOWLEDGE AND COMPETENCIES

- Legal acumen
- Planning and organizing skills
- Attention to detail
- Valid driving license
- Public speaking skills

APPLICATIONS

Applications with a detailed Curriculum Vitae and certified copies of qualifications should be e-mailed to recruitment@fincorp.co.sz for the attention of The Senior Manager Human Resources & Administration not later than Friday, 25 November 2022. The position applying for should be clearly stated in the subject line of the email. Please note that only shortlisted candidates will be contacted.