

Bermuda Commercial Bank Limited (“BCB”) is recruiting an experienced legal professional to fulfil the role of Legal Counsel. The Legal Counsel is a second line of defence role with responsibility for supporting the Bank with day to day legal risk management, vendor/procurement management and regulatory compliance matters. This position will report to the General Counsel and Head of Regulatory Compliance.

Key Accountabilities and Responsibilities

- Provide proactive, commercially focused legal support to all areas of the Bank, including:
 - o Contract reviews, drafting, negotiations;
 - o Transactional support;
 - o Vendor and procurement management support; and
 - o Corporate secretarial matters as required
- Track and Provide guidance on proposed and new legislation including analysis of impact on the Bank
- Management of Non-Disclosure Agreements
- Attendance of association meetings as needed by General Counsel
- Maintenance of all Bank legal web content
- Review & amending internal policies as needed
- Assist in the set-up and design of legal training
- Assisting with corporate secretarial matters when necessary
- Procurement Management – negotiate with vendors to achieve the best terms and pricing, including working with Accounts Payable and the wider Finance Team to optimize any outsourcing arrangements
- Vendor Management - track, monitor and manage our various vendors including working with Operational Risk on ongoing risk reviews
- Undertake additional ad hoc duties and projects as required

Person Specification:

- University degree in Law (or equivalent) with a current legal certification to practice in Bermuda or another Commonwealth jurisdiction and call to the Bermuda Bar
- At least 2 years post qualification experience
- Experience as in-house counsel or with financial services a plus
- Proactive, results-driven, solution orientated and commercially focused
- Excellent written English
- Attention to detail
- Skills in negotiating and networking
- Proficiency with MS Office products (Word, PowerPoint, Excel)
- Proven ability to work flexibly and adaptably in ambiguous situations

Compensation will be commensurate with the successful candidate's experience. References will be requested and verified. Background checks will be conducted on shortlisted applicants.

Interested persons should apply by forwarding an application letter and resume no later than June 21st, 2022 to jobs@bcb.bm or by post to Bermuda Commercial Bank Limited, Attention: Human Resources Department, PO Box HM 1748, Hamilton,

Bermuda Commercial Bank Limited is licensed to carry out banking business under the Banks and Deposit Companies Act 1999 and to carry out investment business under the Investment Business Act 2003.