



Legal and Company Secretarial Manager

Company: First Ally Microfinance Bank

Experience Level: 6–8 years

Location: Lagos

About the Role

The Head of Legal / Company Secretary is a key leadership role responsible for overseeing all legal, regulatory, and governance affairs of the organization. This position ensures the company's compliance with statutory and regulatory requirements and provides strategic legal advice to the executive team and board of directors. As Company Secretary, the role also involves managing corporate governance functions, maintaining statutory records, and facilitating effective board operations.

Key Responsibilities

Legal Advisory & Risk Management

- Provide expert legal advice to the CEO, Board, and senior management on corporate, commercial, regulatory, and employment law matters.
- Draft, review, and negotiate contracts, agreements, and other legal documents to mitigate risks.
- Lead and manage litigation and dispute resolution matters in conjunction with external counsel.
- Monitor changes in relevant legislation and regulatory environments, ensuring proactive compliance.
- Develop and implement legal strategies aligned with the company's objectives.

Corporate Governance & Company Secretarial Duties

- Serve as Company Secretary to the Board and its committees, ensuring efficient administration and compliance with legal and regulatory obligations.
- Organize and manage Board and committee meetings, including agenda preparation, minute-taking, and resolutions.
- Maintain statutory registers and ensure timely filings with regulatory bodies
- Act as the liaison between the Board, shareholders, and management, ensuring transparent governance practices.



Compliance & Policy Development

- Oversee the company's compliance framework and internal policies.
- Lead training programs on legal and compliance matters across departments.
- Conduct internal audits to assess adherence to applicable laws and policies.

Leadership & Team Management

- Lead and develop a high-performing legal and compliance team.
- Oversee the engagement and performance of external legal counsel.
- Manage departmental budgets and resources efficiently.

Qualifications:

- Bachelor's degree in law (LLB) from a recognized institution.
- Minimum of 8 years post-qualification experience with at least 5 years in a senior legal or company secretarial role, preferably in a corporate/financial or regulated environment.
- Strong knowledge of Nigerian company law, CBN regulations, and corporate governance best practices.
- Proactive and capable of working independently
- Strong legal research and drafting skills, with exceptional attention to detail
- Excellent written and verbal communication, people management, and relationship-building skills
- Highly organised and able to manage multiple tasks efficiently
- Ability to navigate and balance both legal and commercial considerations
- High level of integrity and professionalism
- Collaborative team player with a focus on achieving collective goals