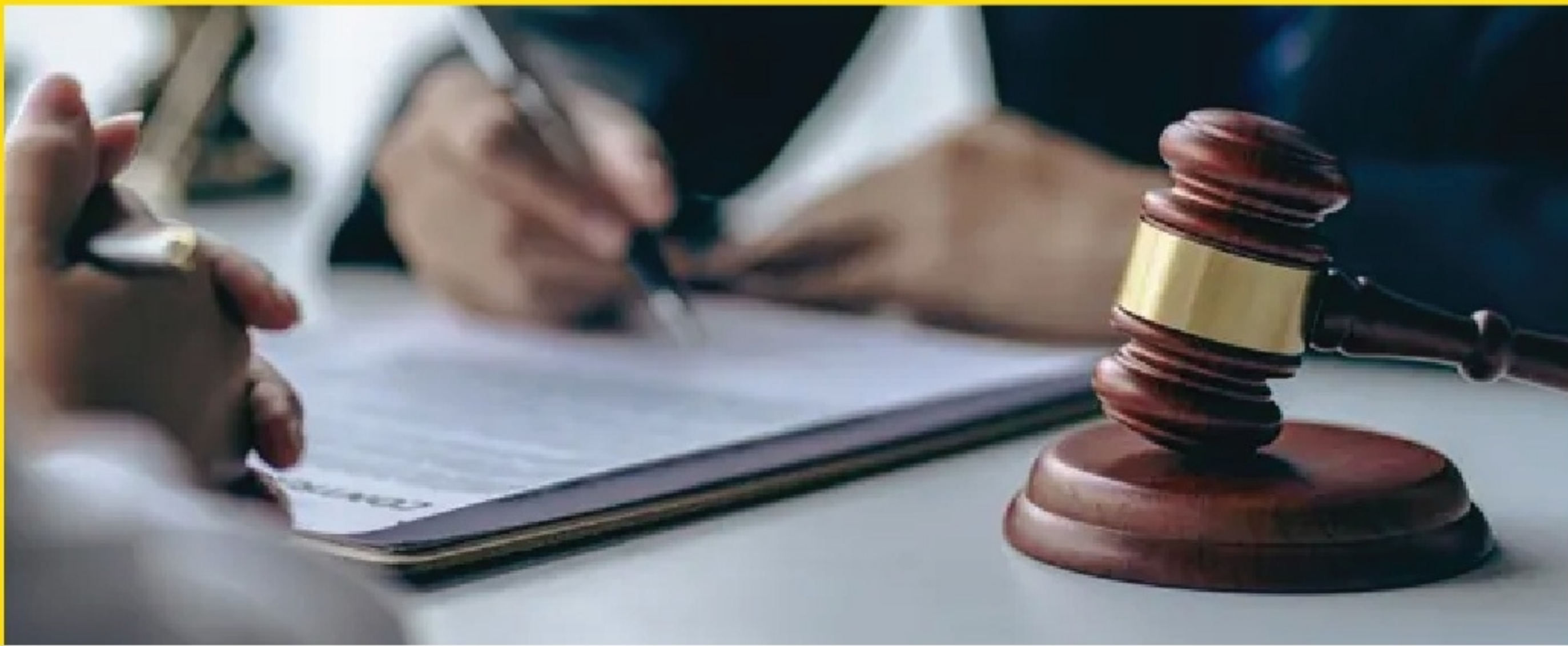




We are Sri Lanka's premier private sector commercial bank. Our visionary journey has taken us beyond the realms of business as we have made a conscious effort to go where no bank has dared to go; from downtrodden villages long-forgotten, to the world across the shores. The driving force behind this epoch-making journey is our strong team of achievers, affectionately known as the Hatna Family. As we continue to make history and move ahead, we invite dynamic and ambitious individuals to join us in our trailblazing banking saga.

We are looking for bright minds to help us create a world of happy experiences.

LEGAL OFFICER

Job Role

A vacancy exists at Hatton National Bank PLC for the post of Legal Officer for Colombo, Central and North Central Regions.

This position involves in providing comprehensive legal support to the bank including drafting, reviewing, and negotiation of contracts and security documentation, assessing legal risks, and advising all business units on legal matters. The role also oversees the management of all legal documentation, coordinating with external legal counsel and ensures that the bank's operations align with regulatory requirements while mitigating potential legal risks, ensuring smooth legal operations, and supporting the institution's strategic goals in alignment with relevant laws, regulations, and standards, and the bank's business objectives and mission.

Duties and Responsibilities

- Attend to all contractual and security documentation requirements including but not limited to secured and unsecured lending, overseas transactions, projects and syndications.
- Contribute to the development and implementation of legal policies, procedures, and guidelines, ensuring a standardized and compliant approach across the bank.
- Prepare and maintain legal documentation, including legal opinions, memorandums, and reports, ensuring accurate and comprehensive records for reference and legal compliance.
- Draft new contracts, agreements, MOUs, indemnities, affidavits, etc.
- Draft court documents and correspondence with regulators and other authorities
- Collaborate with stakeholders to address legal issues and provide guidance on business matters, facilitating smooth contract execution and minimizing legal risks
- Liaise with external counsel and attend court hearings whenever required
- Provide accurate legal advice and support to various business units within the bank enabling informed decision-making and risk mitigation from a legal standpoint
- Implement approved policies, processes & procedures for legal corporate affairs function and ensure adherence thereto
- Support to streamline processes and implement new ways of working
- Drive growth in customer satisfaction by delivering exceptional customer service and promptly resolving any issues or concerns
- Serve as a valuable resource of knowledge in legal and related matters, providing expert guidance and support to external and internal clients
- Actively participate in seminars and conferences to stay updated with industry trends and best practices in legal operations

Educational Qualifications

- Attorney-at-Law and Notary Public is mandatory
- Master's Degree in Law
- Bachelor of Laws/Post Graduate Qualification in Law, Finance, Business or a related field will be an added advantage
- Professional proficiency in Sinhala and English; proficiency in Tamil will be an added advantage
- Professional proficiency in Microsoft packages including Word and Excel

Work Experience

- A minimum of 8 years of experience in practicing law with 3+ years of prior experience in a managerial role in providing Legal Services, handling corporate finance and litigation work preferably in a bank or a financial services organization
- A minimum of 5 years notarial practice with a license to practice in Colombo in English
- A minimum of 2 years' experience handling and managing litigation and court work

Skills and Competencies

- Legal research and analysis
- Interpretation of financial contracts
- Banking and financial regulations knowledge
- Legal documentation and contract review
- Litigation and dispute resolution
- Stakeholder management (internal and external)
- Regulatory compliance and risk management
- Collaboration and teamwork
- Document management and administration

Interested candidates are invited to apply for the position

All applications must reach us by.

20th November 2025

APPLY VIA XPRESSJOBS

