



Legal Associate, In-house Legal and Contracts Management

JOIN A GROWING IN-HOUSE LEGAL TEAM

The Company

Titan FX is a regulated securities dealer based in Port Vila, Vanuatu. The company operates the Titan FX brand offering forex and CFD brokerage to traders globally. Titan FX differentiates itself from other brokers by investing in product development and outstanding customer service rather than sales and advertising.

Titan FX prides itself on offering flexible work, employee training, and career development.

The Opportunity

Based in Port Vila and reporting to the Senior Legal Counsel, the Legal Associate is a new role dedicated to working across the organisation with local and remote teams.

Primary Purpose of the Position

Assist the Senior Legal Counsel and the wider senior management team, managing the risks associated with third parties and contracts.

Principal Responsibilities and Tasks

Review and draft a wide variety of contracts and legal templates for the business. Analyse existing contract terms, address potential contractual risks, mitigations, and solutions.

Answer requests for KYC information from banks, payment providers, technology vendors, digital asset exchanges, payment gateways, mobile wallets.

Support the establishment and monitoring of third-parties' relationships, develop and implement vendors and third-parties' due diligence procedures.

Support the legal team in all areas of legal with the review of initiatives for the contracts function, including contracting tools and processes, legal templates and reference materials, as well as other legal matters and changes that may affect Titan FX's business.

Collaborate with all functions of the business including customer support team, finance, HR and marketing for ongoing legal consultation.

Maintain contractual records and documentation, ensure contract management activities are managed in accordance with the relevant business policies.

Support the legal team and business units in the management and resolution of contractual disputes.

Acquire and maintain knowledge and understanding of contracts and relevant legislation and standards in a dynamic business environment

Ensure the legality of the Company's business practices with applicable rules and regulations, particularly financial regulation, tax, AML-CTF, anti-bribery, confidentiality.

Promote a culture of compliance with legal and regulatory requirements and company policies in all business activities.

Advise on legal risks and liabilities associated with business activities and deals, propose strategies to reduce exposure to liability, sanctions, or litigation.

Perform other legal and administrative tasks, such as legal research, drafting legal opinions, document review, and colleagues' training on legal and compliance topics.

Essential Qualifications and Experience

- Law degree or combination of experience and education in a law-related field
- Experience drafting and reviewing a wide range of legal documents and contracts

Desirable Qualifications and Experience

- Strong legal and corporate documentation drafting skills
- Experience managing corporate records within structured recordkeeping and compliant business information systems
- Experience in managing complex and global regulatory obligations

Essential Competencies

- Clear technical and legal written English
- Accuracy and a highly conscientious approach to work
- Efficient team communication and collaboration

The closing date for applications is 16 December 2020.

Submit your CV and a letter explaining the skills and experience you would bring to this role and how it fits your ambitions.