



Career at ASA International

Position: Legal Counsel

Reports to: CEO

Location: Sierra Leone

About us

ASA International is one of the world's largest and fastest growing international microfinance banking institutions offering socially responsible loans to underbanked, low-income female micro-entrepreneurs in Asia and Africa ("ASA International" or the "Group"). By expanding access to financial services, the Group supports poverty reduction and fosters socio-economic progress for its predominantly female client base.

ASA International has a premium listing on the main market of the London Stock Exchange and serves close to 2.4 million customers across 13 countries in Asia and Africa. It has corporate head offices in Amsterdam, the Netherlands as well as in Dhaka, Bangladesh.

The Group offers small loans ranging from USD 250 to USD 2,000 to women running a wide range of small businesses—from shops and restaurants to tailoring, trading activities, and cottage industries. Advancing financial inclusion and empowering women and their communities is central to ASA International's mission.

Position Overview

ASA International Microfinance Sierra Leone Ltd, seeks an in-house legal counsel who will provide strategic legal leadership, corporate governance oversight, and regulatory compliance management for ASA Sierra Leone. The role ensures the organisation operates in accordance with applicable laws, regulatory requirements, and sound corporate governance practices, while proactively identifying and managing legal risks associated with banking operations, credit activities, contracts, and key corporate decisions. In addition, the role serves as Secretary to the Board of Directors, overseeing effective Board administration, ensuring compliance with statutory and regulatory obligations, and facilitating clear and timely communication between the Board, Management, shareholders, and relevant regulatory authorities.

Key Responsibilities

A. Legal Strategy and Risk Management

- ▶ Develop and implement ASA Sierra Leone's legal strategy, policies, and legal risk management framework in alignment with corporate objectives.
- ▶ Identify, assess, and mitigate legal and regulatory risks arising from banking operations, credit activities, and contractual relationships.
- ▶ Provide legal input into credit risk assessment, ensuring loan documentation and collateral structures adequately protect the ASA Sierra Leone's interests.
- ▶ Ensure ASA Sierra Leone's lending activities, recovery processes, and collateral management comply with applicable laws and regulatory requirements.
- ▶ Maintain a proactive legal risk monitoring system to prevent potential litigation and regulatory breaches.

B. Legal Advisory and Regulatory Compliance

- ▶ Provide timely and strategic legal advice to Executive Management and the Board on banking operations, credit transactions, regulatory requirements, and contractual matters.
- ▶ Ensure full compliance with Sierra Leone regulations, and other relevant statutory requirements.
- ▶ Monitor developments in laws, regulations, and industry standards affecting the ASA Sierra Leone and advise Management accordingly.
- ▶ Review internal policies to ensure compliance with legal and regulatory frameworks governing financial institutions.

C. Contract Management and Documentation

- ▶ Draft, review, vet, and negotiate contracts, loan agreements, collateral documentation, service agreements, and Memoranda of Understanding (MOUs).
- ▶ Ensure that all contracts and agreements adequately mitigate legal and financial risks to ASA Sierra Leone.
- ▶ Integrate credit risk considerations into loan documentation, ensuring adequate security and enforceability of credit facilities.
- ▶ Establish contract management procedures and maintain a central repository of all legal agreements.

D. Litigation and Dispute Resolution

- ▶ Manage litigation, arbitration, and dispute resolution matters involving ASA Sierra Leone.
- ▶ Supervise external legal counsel and ensure efficient handling of court cases, recovery actions, and legal disputes.
- ▶ Provide legal support to the Credit and Recovery teams to improve loan recovery and reduce Non-Performing Loans (NPLs).
- ▶ Develop strategies for alternative dispute resolution and settlement where appropriate.

E. Corporate Governance and Board Secretariat

- ▶ Serve as Secretary to the Board of Directors and Board Committees.
- ▶ Organize, coordinate, and document Board meetings, Committee meetings, and Annual General Meetings (AGMs).

- ▶ Prepare and distribute Board meeting agendas, notices, minutes, resolutions, and governance reports.
- ▶ Ensure accurate documentation and tracking of Board decisions and action items.
- ▶ Advise the Board and Management on corporate governance practices, regulatory obligations, and compliance matters.
- ▶ Facilitate Board performance evaluations, director inductions, and governance training programs.

F. Statutory and Regulatory Filings

- ▶ Ensure timely and accurate statutory filings with regulatory bodies, including Bank of Sierra Leone and other relevant authorities.
- ▶ Maintain statutory registers including register of shareholders, register of directors, and corporate records.
- ▶ Monitor regulatory deadlines and maintain a regulatory compliance calendar and governance dashboard.
- ▶ Ensure proper custody and confidentiality of all corporate documents, resolutions, and statutory records.

G. Shareholder Relations and Corporate Administration

- ▶ Maintain accurate records of shareholding structures, shareholder agreements, and share certificates.
- ▶ Coordinate shareholder meetings (AGMs/EGMs) and ensure regulatory compliance with all related documentation.
- ▶ Manage communications between shareholders, the Board, and Executive Management.
- ▶ Support transparency and accountability through proper disclosure and reporting practices.

Legal Operations and Team Leadership

- ▶ Lead and manage the Legal and Company Secretariat teams to ensure operational efficiency.
- ▶ Provide guidance and mentorship to legal and governance staff.
- ▶ Conduct periodic legal awareness and compliance training for staff across ASA Sierra Leone.
- ▶ Strengthen ASA Sierra Leone's legal capacity through improved documentation processes, policy frameworks, and risk awareness initiatives.

Qualifications & Experience

- ▶ 5-7 years' experience in legal, corporate governance, or company secretarial roles.
- ▶ Bachelor's degree in Law (LLB).
- ▶ Admission to the bar or equivalent legal qualification desirable.
- ▶ Professional qualification as a Company Secretary or Chartered Governance Professional preferred.
- ▶ Experience in financial services, banking, or microfinance institutions strongly preferred.
- ▶ Experience supporting Board governance and multi-jurisdictional corporate structures.
- ▶ Experience drafting and negotiating commercial agreements.
- ▶ Strong understanding of corporate governance and company secretarial practice.
- ▶ Solid legal drafting and contract review skills.
- ▶ Excellent communication and stakeholder management skills.

- ▶ High level of integrity, discretion, and professionalism when working with senior leadership and boards.
- ▶ Strong organizational and documentation management skills.

Application Instructions

Interested candidates should submit their resume and cover letter to careers@asa-international.com

Please include “Legal Counsel” in the subject line of the email.

Only shortlisted candidates will be contacted for further evaluation:

Application Deadline: 15 April 2026

We stand for diversity and inclusion. Therefore, we warmly encourage everyone to apply, regardless of gender, background, ethnicity, age, religion, etc.