

## JOB SPECIFICATION |

BUSINESS AREA: LEGAL DEPARTMENT

LOCATION: LISBON

### Role Overview

To act as a Senior Legal Manager undertaking all necessary actions to recover, the assets (secured, unsecured and/or corporate) that will be under the management of Link Financial from a judicial perspective

To help Link Financial's advisory team in the due diligence processes by analysing the legal documentation provided at the VDR.

Participate in the underwriting process by providing legal advice to Link Financial's advisory team.

To help the support team during portfolio's closing and boarding procedure.

Support in all necessary activities where daily-basis legal advice is required.

In summary, this team member must be a qualified Legal Manager, with significant debt-recovery legal expertise and proven secured portfolio legal management as well as d operations closing capabilities. They must be able to manage any kind of legal procedures or any kind of closing operations and/or contracts related to the assets under Link Financial's management, and to support the other operational teams when required.

### Main tasks & responsibilities:

1. Contact with lawyers, solicitors, enforcement agents, insolvency administrators and any other agents, trying to accelerate the legal procedures under management and anticipating collections;
2. Contact with notaries, city councils, tax services, registry offices or any other agents, in order to settle any kind of operations and/or contracts related to the assets under management;
3. Implement and control recovery strategies inside the judicial files under management, in accordance with the Business Plan and goals settled by the company;
4. Support the Loan and Real Estate teams, by analyzing all required documentation and checking their legal conformity on REO sales and/or agreements closing, and by drawing up all kind of documents (e.g. promissory sale and purchase agreements, sale and purchase agreements, credit sales, discharge statement documents, mortgage cancelation documents, etc.) related to the assets under management;
5. Provide initial and continuous on-the-job training to all junior legal account officers and closing managers;
6. Report relevant and unusual issues for senior management decisions;
7. Management of top and more complex positions of non-performing loans, practicing all necessary judicial actions towards debt recovery (prosecuted and not prosecuted) aiming for monthly and annual goals;
8. Maintain e and enrich the internal management platform, uploading all the legal information and documents required for appropriate debt management;
9. Support the Underwriting team by providing legal advice during the underwriting process;
10. Whenever necessary, represent clients in court regarding the judicial procedures, as well as at any public deeds or before any public entities;
11. Prepare and file legal documents (e.g., suits, appeals, judicial notifications, claims, deeds) regarding assets under management of Link Financial;
12. Help draft and solidify agreements, contracts and other legal documents to ensure the company's full legal

## Job Title | Legal Manager

rights;

13. Manage and control all the phases of asset repossession from auction until asset possession;
14. Collaborate with Legal and Real Estate management teams to devise efficient recovery strategies for assets under management;
15. Support on the fulfilling and legal review of the one pagers that will be delivered to the client on the underwriting process;
16. Conduct your work with integrity and responsibility;
17. Maintain current knowledge of changes and updates on legislation.

### Financial Remuneration

- Basic Salary
- Monthly food allowance (mandatory)
- 24 days holiday
- Access to the monthly incentive scheme (when launched)

### Experience & Skills

#### Experience:

- BSc degree in Law;
- Proven experience as a Legal Manager in business environment (Ideally must have 5+ years' experience working with applicable laws and regulations);
- Excellent knowledge and understanding of corporate law and procedures;
- Good understanding of the wider business environment in which we operate
- Demonstrated ability to create legal defensive or proactive strategies;
- High degree of professional ethics and integrity;
- Sound judgement and ability to analyse situations and information.

#### Skills:

The skills listed below are considered the minimum requirement for the role.

- Good communications skills and a team player;
- Must be able to analyse large amounts of information, determine relevant facts, and propose viable solutions;
- Strong interpersonal skills; must communicate well orally and in writing;
- Good problem-solving skills are important, as are solid research skills;
- Proficiency in English is a plus.