

TERMS OF REFERENCE

POSITION: LEGAL & COMPLIANCE MANAGER

The Gambia Financial Reporting Oversight Board (FROB) is seeking to recruit an experienced career professional as Legal and Compliance Manager (LCM). The LCM will assist the Chief Executive officer (CEO) in leading the operations of the FROB on Legal, Advisory and Compliance Matters. The LCM shall report to the Head of Legal and Compliance (HLC) if the position is vacant, the LCM shall report to the Board through the CEO.

About FROB

The FROB is a government regulatory agency in the Gambia that oversees the financial reporting and corporate governance practices of Public Interest Entities (PIEs), the Gambia Institute of Chartered Accountants (GICA), and the auditing profession in the country, as well as monitoring compliance with the provisions of the Financial Reporting (FR) Act, 2013. The FROB was established by the FR Act, 2013 of the Gambia, its Board appointed early 2019 management team hired in mid-2022.

Duties and Responsibilities

Essential duties and responsibilities include those set out below. Other duties may be assigned to meet organisational needs.

- The LCM shall assist in drafting Rules, Regulations and Policy Guidelines
- The LCM shall work with other departments in monitoring and enforcement of laws and regulations applicable to public interest entities (PIEs), PIE auditors and PIE professionals.
- Drafting of Contract documents and bill of sales.
- Drafting of Memorandum of Understanding between FROB and other organizations.
- Represent the organisation in legal matters as assigned to you by your supervisor(s).
- The LCM shall develop annual work programmes and corresponding budget for the Legal department if acting as HLC and submit these to the CEO and Board for approval.
- Drafting written responses to stakeholders that involve legal or enforcement matters.
- The LCM if acting as HLC shall take record of Board minutes and Senior Management minutes and shall provide legal advice to both parties.
- The LCM shall keep proper records of all meeting minutes and legal and enforcement communications to and from Stakeholders.

- The LCM shall Assist in the operational work of the organisation within the scope of his/her competence and in accordance with scheduled priorities.
- Review of registration applications and make recommendations to the Head of Technical Department (HTD) and other departments as need be,

Skills, experience and any other requirements

- Possession of University degree in law (LLB) from a recognized University.
- Possession of Barrister at Law Degree (BL) from a recognized Law School.
- Possession of Master of Laws Degree (LLM) from a recognized University will be an added advantage and three (3) years work experience will be required.
- Without Master of Laws (LLM), prior work experience is required, at least a minimum of five(5) years.Strong leadership and interpersonal Skills;
- Ability to operate in a proactive, results-oriented manner, with high degree of autonomy;
- Strong understanding of how professional accountancy organizations work and can best be supported
- Good fluency in English and good Information Technology (I/T) skills.
- Excellent analytical and report writing skills.
- Experience working in a similar role will be an added advantage;
- Ability to apply professional judgment

Lines of communication

- This position holder shall report to the CEO through the HLC.

Working conditions

- The position is full time. The LCM must be able to work long hours to meet deadlines and must be able to work under pressure.

Closing Date: February 28th 2025

Female candidates are encouraged to apply.

Applications (including CV and copies of certificates) should be submitted to the following address:

**Chief Executive Officer
Financial Reporting Oversight Board (FROB)
3rd Floor, Futurelec Building Complex, Kotu The Gambia**