

Paralegal - Madrid

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Company: Ebury

Location: Madrid

Category: computer-and-mathematical

Ebury is a hyper-growth FinTech firm, named in as one of the top FinTechs to work for by Glassdoor and AltFi. We offer a range of products including FX risk management, trade finance, currency accounts, international payments and API integration.

Paralegal

Ebury Madrid Office - 4 days a week onsite working

The Legal Department at Ebury is core to the functioning of the Ebury Group. It provides front-line advice to all parts of the Ebury Group on legal, regulatory and governance matters which contribute to Ebury's growth every day.

We are looking for an experienced and detail-oriented **Paralegal** to join our in-house legal team and support our finance and corporate legal team in various finance and corporate matters, including documentation relating account security. We are looking for an enthusiastic and driven individual who is keen to work in a fast-paced, dynamic and growing company which is focused on building the Ebury brand.

The ideal candidate will have a law degree, at least some paralegal experience, and excellent communication, research, and organisational skills. The person who fills this role will report to the relevant Legal Counsel.

Responsibilities:

First draft of basic legal documents.

Drafting and reviewing ancillary account security documents, including account provider notices and acknowledgements.

Communicating with relevant other Ebury teams on documents relating to account security, and on general finance and commercial agreements.

Supporting senior lawyers with the first review of internal and client queries.

Assisting senior lawyers with preparing, negotiating and reviewing finance and commercial agreements.

Maintenance and organisation of the online legal library, precedent bank and original hard copy documents.

Arranging signing of legal documents.

Creating a catalogue of all executed documents.

Research legal and regulatory developments.

Keeping record of legal invoices and budget spreadsheets.

Helping the legal team to prepare training materials, template documents and playbooks.

Key skills requirements include:

Complete fluency in English (C2).

Ability to work independently and collaboratively, under pressure and to tight deadlines.

Ability to prioritise and manage multiple tasks and deadlines in a fast-paced environment.

Degree in law.

Experience in the legal sector and account security documentation, particularly in a law firm or a financial services institution, is preferred.

Excellent verbal and written communication skills.

Strong research, analytical, and problem-solving skills, and attention to detail and accuracy.

Strong organisational skills.

A proactive team player who works well with different personality types.

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