

The Netherlands

Legal Manager

Join our Amsterdam team as a Legal Manager.

Who are we?

We are United. Our company name breathes our strong team spirit, and reflects our essence: uniting disciplines, connecting networks and crossing borders to bring our clients the best solutions. From nine offices worldwide, our 150 legal and financial experts serve 3000+ clients: wealthy individuals, family offices, listed companies, investment industry players and more. What continues to drive us is what has defined us since day one: our commitment to provide truly personal service.

United Netherlands is based in the heart of Amsterdam's financial district. One thing our 40-strong multilingual team love about their work is the trust we give them. Because we believe that's what financial services are all about. Another is freedom. Freedom to go the extra mile – and a few more.

United offers you the perfect environment to grow personally and professionally. What we look for in you, beyond qualifications and work experience, is the right mindset. Integrity, empathy, team spirit, entrepreneurial drive.

What does a Legal Manager do?

As part of a dedicated client servicing team, the Legal Manager oversees the daily legal management of an international client portfolio. Collaborating closely with financial and support colleagues, each team member maintains the client portfolio to ensure its integrity and the delivery of consistently high-quality services. Your role involves addressing complex inquiries, ensuring client satisfaction and providing comprehensive corporate services. You'll report to the Senior Legal Manager. Your main tasks and responsibilities include:

Legal management:

- Preparing and reviewing resolutions, agreements, powers of attorney and other legal documents related to transactions and coordination with third-party service providers
- Coordinating, reviewing and preparing legal documentation for the approval and adoption of financial statements
- Handling the daily management of client entities and corporate legal matters in accordance with Dutch corporate law and regulations under the supervision of a Senior Legal Manager

- Maintaining client files properly by drafting, reviewing, and revising corporate legal documentation accurately and promptly
- Providing timely and accurate administration and coordination of deadlines for corporate legal matters, in collaboration with the Senior Legal Manager
- Identifying legal and fiscal aspects, queries, and issues related to client structures and proposed transactions, consulting with third parties for advice when needed
- Proactively assessing potential (Director's) liabilities
- Communicating professionally (both verbally and in writing) with clients, shareholders, advisors, and other relevant parties regarding legal matters
- Building and managing professional business relationships with clients
- Collaborating with Shared Service Centre (SSC) colleagues to ensure end-to-end delivery for clients and providing support and coaching as needed
- Organising legal events and keeping track of important deadlines

Risk & compliance:

- Identifying, reporting and managing (compliance) risks
- Compiling and reviewing compliance files
- Conducting, coordinating and reviewing compliance-related activities, including CFT and AML

Building & Maintaining relationships:

- Maintaining your own client portfolio
- Working closely with partners (law firms, notaries, tax consultants, accountants) and internal financial managers
- Expanding the team's client portfolio

Who are we looking for?

We seek people who are proactive, hands-on, digitally literate, flexible and eager to work in a client-focused environment.

To be successful in this position you have:

- Sound knowledge of Microsoft Office (Excel, Word, PowerPoint)
- Familiarity with Book 2 of the Dutch Civil Code and basic accounting knowledge

The Netherlands **Legal Manager**

- Two years of experience working in the Dutch trust industry, holding a BTO-1 certification
- Two to five years of relevant experience providing legal support in a corporate environment
- Experience in managing and advising (international) clients
- A Master's degree in law (Dutch Law with emphasis on company law, notary law or fiscal law)
- Proficiency with ERP systems
- Excellent communication and interpersonal skills

What can we offer?

You'll have the exciting opportunity to work as a Legal Manager with the support of a great team who work together on the basis of responsibility and trust.

We offer all our staff a competitive remuneration package and unique opportunities to develop personally and professionally.

Interested?

Join us and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust.

Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

Tel: +31 (0)20 575 2727 | hr.nl@uibt.com