

JOB DESCRIPTION – JUNIOR ASSOCIATE IN CORPORATE AND TAX LAW

The Company

GFA Consulting Limited is a corporate finance boutique based in Accra, Ghana and specialized in fundraising advisory and legal & tax services, for companies operating in West and Central Africa (see www.gfa-consulting.com). We have mandates in Cameroon, Togo, Ghana, Cote d'Ivoire, Senegal, Mali, Mauritania, Burkina Faso, Benin etc. We are currently experiencing a strong growth of our activities.

The position

We are proposing a full-time position as a Junior Associate in our Tax and Legal Department. **The Junior will work as an independent lawyer or a legal practitioner** within the premises of GFA Consulting Ltd.

The tasks

The Junior Associate will work closely with and report to the Partner in charge of Tax and Legal Services at GFA Consulting and will specifically complete the following tasks (non-exhaustive list):

- Draft memoranda, reports and notes relating to various legal and tax issues
- Draft or critically review contracts
- Assist on our clients' projects, including drafting of legal and tax due diligence reports, structuring of our clients' projects and negotiation of agreements
- Complete legal and tax research where necessary, either on Ghana or OHADA law
- Work on the legal and tax aspects of our fundraising projects (review of term-sheets, projects' structuring, negotiation meetings with lenders and/or investors)
- Attend meetings with clients in Ghana or abroad or conferences in Ghana or abroad
- Support with the organization of GFA Consulting's monthly events
- Contribute to GFA newsletters
- Work closely with GFA's partner law firm(s) in Ghana and abroad

Required skills set

Technical skills

- Law Degrees/Ghana School of Law Qualifying and Practicing Certificates **OR** Law degrees in Ghana, France or Francophone Africa
- Excellent research and drafting skills in English
- 1-2 years of experience in corporate and tax law in a law firm, including internships [if experience has been acquired outside Ghana or Francophone Africa, the candidate shall have a significant experience of working on assignments relating to West and Central Africa]
- Familiar with working on Word, Excel and Powerpoint

Personal skills

The successful candidate will have to demonstrate the following skills, which are a prerequisite to be interviewed with GFA:

- **Curiosity** - The position implies working on Ghana law but also on foreign laws, particularly laws of Francophone Africa countries. It is therefore very important that the candidate be curious and open minded enough to carry out analytical work on the laws of foreign jurisdictions
- **Problem solving and decision making abilities** – We are looking for someone who will always be eager to find legal and business oriented solutions for our clients by taking/suggesting action plans or strategies to circumvent blocking situations; also, the Junior Associate will always have an opinion on any issue submitted to his/her analysis and will be proactive in the problem solving process
- **Time management skills** – We need someone who will have the capacity to respect deadlines, not to apologize for not meeting them. This implies a strong capacity to work under pressure and quite short deadlines sometimes due to client operational constraints
- **Excellent work capacity and commitment** – The full-time position we offer will be demanding in terms of workload; we are therefore looking for committed applicants who are not afraid to work hard and who manage to always deliver quality work
- **Outstanding presentation, reporting and communication skills** – As you will be in touch with GFA's clients, prospects and partners, you need to reflect the company's values of professionalism, integrity and flexibility
- **Fluency in French** – The candidate shall be able to read, write and speak French fluently enough to analyse laws and regulations published in French and make research on Francophone online resources. **Fluency in French is a prerequisite to be involved with our Francophone Africa assignments**

The process

The successful candidate will go through a training program prior to effectively starting his/her role. In addition, a performance appraisal will take place after 6 weeks to assess strengths and weaknesses and to define a corrective plan.

Remuneration

Remuneration depends on education and experience. We also offer to the Junior Associate a percentage on fees made with clients he/she will bring to the firm.

Starting date and location

Expected starting date is September 15th, 2017 at GFA Consulting's offices situate at 9, Walnut Street, off A&C Mall road, in East Legon.

Contact

Thanks for sending your resume (two pages maximum) and an application letter to:

Laurence Elong-Mbassi

Partner, Tax and Legal Services

GFA Consulting Ltd

Email: lem@gfa-consulting.com