



**Position: Legal Officer**

**About us**

At MONETA, we're not just another financial institution – we're leaders in Macedonian financial world. Our main office is based in the vibrant city of Skopje, we specialize in delivering top-notch financial services as a leading non-bank financial institution (NBFI). Licensed and regulated by the Central Bank of Macedonia and MoneyGram International, MONETA is your trusted partner for continuous money transfers and payment services across Macedonia. Our extensive network of agents ensures convenience and accessibility for our valued customers throughout the region.

We are looking for a dedicated, professional, and motivated colleague to join our Legal Department at Moneta Macedonia.

**Main responsibilities and duties:**

- Takes legal actions within the authorizations and responsibilities delegated by top management;
- Compiling the contracts, agreements, decisions and other legal documents required by the top management;
- Helps in giving legal opinions in legal matters related to MONETA and third parties;
- Reviews legal documents and ensures compliance with the decisions of the Managing Director and the Board of Directors;
- Drafts decisions, contracts, lawsuits, proposals, legal remedies and other documents requested by the Managing Director and the heads of other departments;
- Conveys laws and by-laws that affect the Corporation;
- Responsible for drafting and updating all policies and procedures of the Corporation in accordance with laws and other by-laws;
- Responsible for implementation of legal provisions, rules and regulations for the prevention of money laundering and financing of terrorism;
- Plans and organize trainings regarding the prevention of money laundering and financing of terrorism, for the employees and agents.

**What we offer:**

- Attractive salary;
- Professional and career development;
- Positive and friendly atmosphere in our offices.

**Required Qualifications:**

- Be a citizen of the Republic of Macedonia;
- University degree from the Faculty of Law;
- Have at least one (1) year of professional work experience in the legal field, experience in financial and non-financial institutions is preferred;
- Excellent ability to compile various legal documents;
- High professional level and personal integrity;
- Advanced communication skills;
- Ability to adapt to the dynamics and way of working;
- Has not been sentenced by a final judgment for a criminal offense for which the maximum penalty exceeds six (6) months of imprisonment and the penalty is not conditional; (the records must not be older than the date of the job announcement of this vacancy announcement).

Interested candidates can apply by sending their CV to [hr@monetaks.com](mailto:hr@monetaks.com). Please include the title of the position you are applying for in the subject line: "Legal Officer."

Note: Only shortlisted candidates will be contacted.