

Associate, Specialist Business Legal, Legal Compliance & Secretariat

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Gāndhīnagar

₹3L - ₹8L (Glassdoor Est.)

Your qualifications for this job

Do you have any of these qualifications?

Financial services

Microsoft Outlook

Banking

Organizational skills

Job Purpose* Advisory to the Gift City IBU on legal and regulatory matters.* Effective monitoring of alerts generated as part of the KYC / AML Surveillance process. Work closely with stakeholders to ensure appropriate monitoring and reporting and also assist in overall management of KYC / AML related processes.Key Accountabilities* Business Enabler - Provide pragmatic and effective legal advice to various business and support functions of the IBU. Use research tools and interpretation skills to manage legal risk and achieve business objectives by acting as business partner to each business and support functions and establish close working relationship with them. Manage and build relationships with external legal advisers, including ensuring high performance levels and appropriate billing.

Co-ordinate with external legal advisers and internal functions and departments in effective management of suits filed against the Bank.* Drafting and Negotiation – Assist in the review and negotiation process of contracts, letters of agreement, policies and other documents related to banking, vendor contracts, employment matters etc. of the IBU. Effectively manage outsourcing contracts and mortgages. Ability to innovate & standardize documents to make them customer friendly is crucial.* Anticipate and manage legal risk - Identify, evaluate and address issues of legal

risk in transactions.* Customer Focus - Participate in the development of transparent and legally sound process and policies for the business and support units of the IBU.

Conduct risk reviews and develop procedures designed to reduce legal risk. Develop trust and strong relationships with internal stakeholders including the parent entity team in Singapore and its affiliates.* Think Strategically – Keep the team and units updated on changes in law.* AML Alert / Surveillance Analyst: Timely monitoring of alerts generated by AML monitoring system (Transaction Surveillance) in line with the internal policies of the bank. Review / Analyse the alert and ensure timely and effective disposition of the alerts as well as thematic reports.* Providing support / Assistance for other AML /KYC requirementsProviding support on various requirements like updating of watch lists / caution lists. Knowledge and experience in filing of regulatory reports (STR/CTR/NTR/FMR reporting) etc.

Assistance to other adhoc AML/KYC related activities like, analysis of thematic studies, AML related project and automation.Job Duties and Responsibilities: Legal support to Institutional Banking Group (IBG) and Global Transaction ServicesDevelop good understanding of banking products and services relating to IBG, GTS.* Advisory to the Gift City IBU on various transactions including but not limited to ECB transactions, Foreign currency loan transactions, leverage buyout transactions, sub-line financing etc.* Have a detailed knowledge and understanding of factoring, Supply Chain Finance, Cash Management Services, Payment Aggregator concepts.* Have a fair idea of factoring, reverse factoring, fintech platforms under Treds and other ecosystem/strategic partners.* Conduct legal research and analysis on relevant laws, regulations, and industry best practices including but not limited to a fair understanding of UCP 600, URDG, ISBP.* Good product knowledge, well versed with all IBU regulations.* Provide day-to-day legal support in the form of advisory and legal documentation to IBG and support units of the Bank. * Handling all types of lending and borrowing transactions, drafting, reviewing, analysing and negotiating the facility, security documents, escrows/ trust retention account agreements and advising on various legal issues in day to day matters.* Experience in handling escrow mandates for IPO, Rights issue, offer for sale etc.* Support in vetting contracts like NDAs, service contracts, leases, outsourcing contracts, partnership agreement etc.* Standardising templates of legal drafts.* Improvisation and simplification of processes and policies, identifying gaps in policies and advising on suitable mitigants within the guard rails of the legal and regulatory framework.* Drafting policies pursuant to legal/regulatory requirements.* Annual review of the standard documentation and simplifying and standardizing the documents and setting up of processes for streamlining the day to day queries of business and support units.* Responsible for providing guidance on customers complaints, drafting or vetting response of the complaints to senior management, responding to notices from regulators/ authorities, vetting legal notices, conduct legal training for Business units and Support units.* Adhere to the legal risk management policies of the Bank at all times and any prescribed legal standards.* Be the key player in organising the legal matters and administration of legal policies and processes.* Identify and highlight legal risks appropriately while providing mitigating solutions.* Liaise with consultants/law firms and advocates.Legal support to Global Financial Markets and Debt Capital Market: * Draft, review, negotiate, finalize ISDA schedule, credit support annex, GMRA, CDEA, terms and conditions, all the documentation related to Initial Margin/ Variation Margin with counterparties of DBS/ DBIL to facilitate the foreign exchange and derivative activities of Gift City.* Draft, review, negotiate and finalize documents pertaining to debt capital market. This will include end to end review starting from term sheet, debenture trust deed, debenture trustee appointment agreement, all security/

guarantee documents, closing opinion and any other document pertaining to such issuance of bonds/ debenture.* Carry out legal due diligence and authority and capacity check for all the counterparties as per internal processes.* Prepare deviation table, pre execution checklist, due diligence memo, confirm MAMs entries.* Assist on all CCU, Ops, BMS related queries.* Prepare, develop standards, playbook, guide, memo in line with HO documents and refresh on timely basis.* Accountable for netting evaluation and analysis in line with IFSCA regulations.* Negotiate with clients/ external counterparties customer agreements (eg. brokerage, electronic trading, central clearing and vendor agreements).* Review and/or prepare product term sheets for simple funded and unfunded products.* Provide responsive, sound, coherent & consistent legal advice on legal, regulatory and contractual issues to internal clients (ie.

front, middle and back offices of T&M)* Work with the Compliance team to ensure effective interpretation and recommendations on regulations and policies affecting the business.* Establish, review and update internal rules, policies and guidelines to meet best practice regulatory and industry standards for the management of legal and documentary risks.Legal support to CBG and Support functions: * Provide practical legal advice and support to business and support units (branches, banking products, mortgages, operations, HR, procurement, real estate, technology, and infrastructure) ensuring legal risk mitigation.* Draft and review legal documentation (e.g. leases, NDAs, supplier, employment, outsourcing contracts, partnership arrangements etc.).* Manage customer complaints, including vetting responses for complaints to senior management and regulators.* Develop and execute litigation strategy.* Adhere to Bank legal risk management policies and industry standards. Proactively identify and mitigate legal risks.* Adapt to evolving legal landscapes and customer needs.* Maintain litigation reports and liaise with external legal counsel.AML Alert / Surveillance support: * Timely monitoring of alerts generated by AML monitoring system (Transaction Surveillance) and thematic reports in line with the internal policies of the bank.* Review / Analyze the alert and ensure timely and effective disposition of the alerts.* Prepare the GoS for filing of STR's* Possess knowledge of Regulatory Reportings like STR, CTR, NTR, CWTR* Preparation of MIS for Trend Analysis, Escalation, Review, etc.* Contribute to AML Automation to strengthen existing processes and procedures and identification of new process requirements.* Communicate with BU/SU on monitoring and surveillance-related matters* Preparing ad hoc presentations or MIS as per management routine* Staying up to date with Indian and international developments in relevant AML/KYC areas of regulations and law.* Good organizational skills with the ability to multi-task, prioritise and work with minimal supervision.Required Experience* Qualified lawyer with at least 2-3 years post qualification experience in Corporate and Institutional Banking commensurate with the required capabilities detailed above.* Experience in AML & KYC Unit will be preferred* Good knowledge of IFSCA, RBI and SEBI guidelines.* Good academic grounding.* Excellent written and verbal communication skills* Good analytical and interpersonal skills* Flexible and Adaptable* Proficient in MS Excel, Power-point, Word, Outlook* Solid organisation skills including attention to detail and multi-tasking skills.* Project management skillsEducation / Preferred Qualifications* A Graduate with LLB/ LLM or other recognized legal degree with experience in banking or financial services industry especially in Corporate Banking, Commercial Banking and Transaction Banking.* Certification in AML /KYC / Compliance Monitoring will be preferredCore Competencies* A skilled commercial lawyer and negotiator who can actively work with a wide range of teams and functions in helping them to achieve pragmatic, commercial solutions to a wide range of challenges, while also identifying and addressing key risks given the need to comply with many conflicting legal, regulatory and internal policy requirements.* Ability to work independently and with initiative on structured and complex

transactions.* Substantial experience with general commercial/contractual/transactional work.* Experience with complex deals, demonstrated ability to analyse issues and develop legal solutions.* Effective communication and negotiations skills and ability to build and maintain relationships.* Regional, multi jurisdictional experience or cross border experience.* Excellent diagnostic skills and rigorous approach to problem solving.* Excellent analytical, communication and negotiation skills, especially drafting & writing skills.* Ability to think creatively and identify innovative solutions for operational challenges.* Strong formal presentation skills to gain acceptance to solutions, both internally and externally.* Should be able to identify and forecast legal & compliance risks in line with proposed business growth & find solutions.* Strong analytical and surveillance skills. Technical Competencies* Good knowledge of banking practices and financial services and all related laws in India especially Factoring Act 2011, India Contract Act, 1872, Companies Act, 2013, Transfer of Property, Insolvency and Bankruptcy Code, 2016, Banking Regulation Act, 1949 and regulations issued by IFSCA, RBI, SEBI etc.* Ability to grasp new trends in field of law.* Good research abilities applicable statutes/ laws.* Strong proficiency in advanced MS Excel (Macros and Pivots), MS Access, MS Word. Basic usage of MS PowerPoint. Work Relationship* Superiors: Ability to communicate upwards effectively with regards to ideas, issues, guidance, and direction.

Ability to take initiatives.* Peers / External Parties: Ability to work in collaboration with all key stakeholders within Legal, Business, Compliance and across different functions in the bank, including the sharing of knowledge and going through the extra mile to help others. Ability to listen to others point of view with an open mind.* Ability to work closely with stakeholders including business, branches, operations, and other units to manage KYC / AML risks effectively DBS India - Culture & Behaviors* Purpose Driven* Relationship Led* Innovative* Decisive* Everything Fun