

Job Description

POSITION DETAILS			
Functional Designation	Central Legal Manager	Department	Credit
Sub Department		HR Grade	General Manager
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The Central Legal Manager is a pivotal role responsible for overseeing and managing legal matters on a central level within the NBFC. This position involves providing legal guidance, ensuring compliance, managing contracts, and representing the company's interests in legal matters.</p>			
Principal Accountabilities			
<ol style="list-style-type: none">1. Legal Compliance:<ul style="list-style-type: none">- Ensure that the NBFC complies with all relevant national and state laws, regulations, and industry standards.- Monitor changes in legal requirements and advise the organization on necessary adjustments.2. Legal Risk Management:<ul style="list-style-type: none">- Identify, assess, and mitigate legal risks associated with the company's operations, contracts, and transactions.- Develop risk management strategies and policies to protect the company's interests.3. Contract Management:<ul style="list-style-type: none">- Review, draft, and negotiate various legal agreements, including loan agreements, vendor contracts, and employment agreements.- Ensure contracts are in compliance with legal requirements and provide necessary protections.4. Dispute Resolution:<ul style="list-style-type: none">- Manage and oversee legal disputes, litigation, and regulatory inquiries involving the NBFC.- Collaborate with external legal counsel when necessary and represent the company's interests.5. Compliance Training:<ul style="list-style-type: none">- Develop and conduct legal compliance training programs for employees to enhance awareness of legal obligations and best practices.6. Policy Development:<ul style="list-style-type: none">- Participate in the development and updating of company policies and procedures to ensure legal compliance and ethical standards.7. Government and Regulatory Relations:<ul style="list-style-type: none">- Build and maintain positive relationships with relevant government agencies and regulators.- Stay updated on regulatory changes and represent the company's interests during regulatory interactions.8. Data Privacy and Security:<ul style="list-style-type: none">- Ensure the protection of customer and company data in compliance with data privacy laws.- Develop and maintain data protection policies and procedures			
Desired Profile			

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- Bachelor's degree in Law (LL.B); LL.M or equivalent advanced degree preferred.
- A valid license to practice law in the relevant jurisdiction.
- Proven experience in legal management and compliance within the financial services industry, preferably in an NBFC.
- Strong knowledge of national and state laws, regulations, and industry standards relevant to NBFC operations.
- Excellent legal research, analysis, and negotiation skills.
- Effective leadership and team management abilities.
- Exceptional written and verbal communication skills.
- Problem-solving and critical-thinking skills.