

Job Description

| POSITION DETAILS | | | |
|--|---------------------|-------------------|----------------|
| Functional Designation | State Legal Manager | Department | Legal |
| Sub Department | Branch Legal | HR Grade | Senior Manager |
| Location | Corporate office | Reporting Manager | |
| Job Purpose | | | |
| <p>The State Legal Manager in an NBFC is responsible for managing all legal matters and ensuring compliance with laws and regulations within a specific state or region. This role plays a pivotal part in safeguarding the company's legal interests and maintaining regulatory compliance.</p> | | | |
| Principal Accountabilities | | | |
| <ol style="list-style-type: none">1. Legal Compliance: Ensure that the NBFC operates in compliance with state and federal laws, regulations, and industry standards.2. Contract Management: Review, draft, and negotiate contracts, agreements, and legal documents to protect the company's interests.3. Regulatory Affairs: Stay updated on changes in local and state regulations and ensure that the company adapts to new legal requirements.4. Litigation Management: Manage legal disputes, including litigation and other legal proceedings, by coordinating with external legal counsel when necessary.5. Policy Development: Develop and maintain company policies and procedures to ensure legal and regulatory compliance.6. Legal Advice: Provide legal guidance and advice to internal departments, including risk management and compliance.7. License and Permit Management: Oversee licensing and permitting processes to ensure the company maintains the necessary approvals to operate in the state.8. Legal Research: Conduct legal research to support decision-making and ensure the company's actions align with state-specific legal requirements.9. Stakeholder Communication: Collaborate with state and local government authorities, legal entities, and other stakeholders to represent the company's legal interests. | | | |
| Desired Profile | | | |
| <ul style="list-style-type: none">- Bachelor's degree in Law (LLB) and a valid state Bar Association membership. Additional certifications or a Master's degree in Law (LLM) is advantageous.- A minimum of 5-7 years of legal experience, with a focus on financial services and compliance within the relevant state. | | | |

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