

Job Description

POSITION DETAILS			
Functional Designation	Corporate Legal Specialist	Department	Corporate Legal
Sub Department	Corporate Legal	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>As Corporate Legal Specialist, you will be responsible for overseeing all legal matters, ensuring compliance with relevant laws and regulations, and providing strategic legal counsel to support the organization's growth and operations within the non-banking financial sector (NBFC).</p>			
Principal Accountabilities			
<ol style="list-style-type: none"> 1. Legal Strategy: Develop and execute the company's legal strategy, aligning it with business goals and objectives. 2. Compliance Management: Ensure strict adherence to all applicable laws, regulations, and industry standards, and oversee compliance efforts across the organization. 3. Contract Management: Review, draft, and negotiate complex legal agreements and contracts, including those related to lending, partnerships, and vendor relationships. 4. Corporate Governance: Maintain and enhance corporate governance standards, including overseeing board meetings, corporate filings, and governance policies. 5. Risk Assessment: Conduct thorough risk assessments, identify potential legal risks, and provide guidance on mitigation strategies to protect the company's interests. 6. Legal Research: Stay abreast of changes in laws and regulations affecting the NBFC industry, conducting legal research, and providing timely advice to the company. 7. Dispute Resolution: Manage legal disputes, litigation, and arbitration proceedings, coordinating with external legal counsel when necessary. 8. Policy Development: Collaborate with senior management to develop and update company policies, ensuring alignment with legal requirements. 9. Training and Awareness: Provide legal training and awareness programs for employees to promote legal understanding and compliance with policies and procedures. 10. Mergers and Acquisitions: Offer legal counsel and support during mergers, acquisitions, and other corporate 			

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transactions.

Desired Profile

- Bachelor's degree in law from a recognized institution. Membership in a state bar association is required. Advanced degrees or relevant certifications are advantageous.
- Extensive experience in legal roles within the financial services industry, demonstrating a strong understanding of NBFC regulations and legal requirements.
- Exceptional analytical and problem-solving skills, with the ability to assess and mitigate legal risks effectively.
- Strong written and verbal communication skills, including the ability to draft and review complex legal documents and contracts.
- Proficiency in corporate law, contract law, and regulatory compliance.
- Demonstrated leadership and team management abilities.
- A commitment to maintaining high ethical standards and upholding legal integrity within the organization.