

# Job Description

POSITION DETAILS			
Functional Designation	National Legal Manager	Department	Credit
Sub Department	Credit	HR Grade	Vice President
Location	Corporate Office	Reporting Manager	
Job Purpose			
<p>The National Legal Manager plays a crucial role in providing legal guidance and support to the NBFC's operations on a national level. This position involves overseeing legal compliance, managing legal risks, and ensuring that the company's activities align with applicable laws and regulations</p>			
Principal Accountabilities			
<ol style="list-style-type: none"><li>1. Legal Compliance:<ul style="list-style-type: none"><li>- Ensure that the NBFC complies with all relevant national and state laws, regulations, and industry standards.</li><li>- Monitor changes in legal requirements and advise the organization on necessary adjustments.</li></ul></li><li>2. Legal Risk Management:<ul style="list-style-type: none"><li>- Identify, assess, and mitigate legal risks associated with the company's operations, contracts, and transactions.</li><li>- Develop risk management strategies and policies to protect the company's interests.</li></ul></li><li>3. Contract Management:<ul style="list-style-type: none"><li>- Review, draft, and negotiate various legal agreements, including loan agreements, vendor contracts, and employment agreements.</li><li>- Ensure contracts are in compliance with legal requirements and provide necessary protections.</li></ul></li><li>4. Dispute Resolution:<ul style="list-style-type: none"><li>- Manage and oversee legal disputes, litigation, and regulatory inquiries involving the NBFC.</li><li>- Collaborate with external legal counsel when necessary and represent the company's interests.</li></ul></li><li>5. Compliance Training:<ul style="list-style-type: none"><li>- Develop and conduct legal compliance training programs for employees to enhance awareness of legal obligations and best practices.</li></ul></li><li>6. Policy Development:<ul style="list-style-type: none"><li>- Participate in the development and updating of company policies and procedures to ensure legal compliance and ethical standards.</li></ul></li><li>7. National Licensing and Registration:<ul style="list-style-type: none"><li>- Oversee the process of obtaining and maintaining necessary licenses and registrations at the national level.</li></ul></li><li>8. Government and Regulatory Relations:<ul style="list-style-type: none"><li>- Build and maintain positive relationships with relevant government agencies and regulators.</li><li>- Stay updated on regulatory changes and represent the company's interests during regulatory interactions.</li></ul></li><li>9. Data Privacy and Security:<ul style="list-style-type: none"><li>- Ensure the protection of customer and company data in compliance with data privacy laws.</li><li>- Develop and maintain data protection policies and procedures.</li></ul></li></ol>			

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### Desired Profile

- 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 sector, 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.