

Job Description

Company Secretary

Role: The Company Secretary (CS) shall discharge all secretarial functions and also function as the Compliance Officer of the Company by ensuring overall compliance under various statutes applicable to NABFINS including any statutory modifications or re-enactments thereof for the time being in force. The CS at NABFINS shall also ensure that the decisions of the board of directors are implemented.

Reporting to: Managing Director
Location: Head Office, Bangalore

Roles & Responsibilities

i) Secretarial:

- a) Maintenance of Statutory Books and Records including Registers as necessitated under the Companies Act, 2013 and the Rules made thereunder;
- b) Coordinating the meetings of the Board of Directors, Board level Committees and General Body Meeting including preparing and serving the notices with necessary agenda in time, convening the meeting(s), taking minutes and update the minute book;
- c) Dissemination of the decision of the Board to the concerned department and collate the action taken from the various departments on the same for the subsequent Board Meeting;
- d) Filing of returns/various forms (eventual and regular) with the Registrar of Companies, Income-tax authorities, RBI etc.;
- e) Liaise and build relations with the Registrar of Companies, RBI, CLB, CLT and other statutory authorities;
- f) Ensuring for collation of various policies as per the statutory requirements in due consultation with the corresponding departments(s);
- g) Strike a balance between compliance/regulatory constraints and business imperatives & good drafting and communication skills;
- h) Updating the Board and the top management on developments in the law concerning the running of the Company;
- i) Establish and drive implementation of Corporate Governance norms to ensure transparency in all operations;
- j) Provide a proactive and expert compliance advisory service;
- k) Assist in the establishment and maintenance of processes and controls within and across business groups so that the day-to-day business activities are in compliance with applicable laws and that any breaches of such laws, rules, regulations and internal policies are detected;
- l) Identify, investigate and resolve indications of violations to the Company's internal policies, systems and controls or to applicable laws, rules or regulations including labour laws and taxation;
- m) Ensure CSR compliance including allocation and spending of funds and formulation of policies related to CSR activities;
- n) Formulation and Review of MoU and Tripartite agreement as and when required;
- o) Any additional task as assigned by the MD from time to time.

ii) Statutory Compliance:

- a) The CS shall ensure that the Company complies with all relevant legislation(s) and regulation(s) from time to time, and also make certain that the key Board members and the top management are informed of their legal responsibilities;

- b) He/She would enable or facilitate efficient administration of the Company by ensuring compliance with all statutory and regulatory requirements;
- c) He/She shall carry out the work with utmost diligence and ensure the confidentiality and that all mandatory filings including the decisions taken by the Board are done in-time in coordination with the appropriate department in the Company and report compliance to the top management of the Company;
- d) He/She shall acquaint himself/herself of the requirements of the Company and take direct responsibility for the filings or submission and accordingly prepare the necessary list of filings to be done together with the time line set for the same;
- e) Advise and guide members of the legal, governance, labour laws, accounting & tax teams regarding statutes applicable to them;
- f) Handling of Audit and NABARD and RBI inspection end to end;
- g) The responsibilities of the CS under statutory compliance as mentioned above are in addition to the Secretarial Responsibilities listed here above under (i) above

The CS shall immediately bring to the notice of the CFO/COO/MD of the non-compliance (if any) by the Company of any of the applicable provision(s) under any law for the time being in force and its implications thereon.

Educational Qualification and Experience	<ul style="list-style-type: none"> • CS with minimum 3-5 years of experience after completing the degree. • Experience of working with NBFC or any other financial company
Skill and Competencies	<ul style="list-style-type: none"> • Understanding of statutory and regulatory requirement for NBFC-MFI • Ability to provide proper management insight • Effective Communication Skill • Analytical Skill • Decision Making and Problem-Solving Skills

KPI

Quantitative	Qualitative
<ul style="list-style-type: none"> • 100% timely filing of all compliance • Timely completion of the Board Meeting agenda and minutes • Completion of CSR funding plan on time • Event based filings and meetings • Drafting and vetting of various agreements • 100% timely update of all records • All reports submitted to the MD on time 	<ul style="list-style-type: none"> • Professional and Ethical conduct • Analytical skill • Effective communication skill • Decision making • Problem solving skill