

BOB Financial Solutions Limited (BFSL, formerly known as BOBCARDS Ltd.) is a wholly owned subsidiary of Bank of Baroda and a Non-Deposit Accepting Non-Banking Finance Company (NBFC). BFSL was established in the year 1994 to cater to the need of rapidly growing credit card industry in a focused manner. BFSL is one among the pioneers in Indian card market and was the first nonbanking company in India to issue credit cards.

The Company's core business is credit card issuance .

Position	Manager/Assistant Manager– Compliance and Secretarial
Role & Responsibilities	<p>This role would include the following responsibilities but will not limited to</p> <ul style="list-style-type: none"> • Ensuring compliance with all Rules & Regulations and Filings applicable to the Company, relating to but not limited to Regulatory & Statutory bodies like RBI, C&AG, CVC, MCA, etc. • Handling all Listing Compliances i.e. BSE, NSE, SEBI, ROC, SEBI (SAST, Insider Regulations) Act etc, including certifications, filings, policy changes, etc. • Handling ESOP Procedure and Allotment of Shares under ESOP/listing agreement. • Alteration of the Articles of Association and Memorandum of Association, including changes in Authorized Share Capital of the Company & Allotment of Shares. • Dealing with investors, including Shareholders/Debenture holders Subscription Agreement and drafting and amendment in agreement related to share holder & Debenture holder and ongoing compliances pursuant to these. • Independently organizing, conducting and recording all statutory meetings required under the Companies Act, of shareholders and directors (including committee meetings), routine liaising with Board – this would include preparation of invitations, agenda and minutes of Board, and General Meetings with successful conduct with least complexities and closing on all action items arising out of Board and committee meetings and systematic reporting of the same. • Ensuring compliance with Secretarial Standards and responsible for all Secretarial Services and related compliances and filings under Companies Act. • Drafting of annual reports comprising of Notice, Directors report, corporate governance report, Management discussion analysis report, as required. • Tracking & Monitoring statutory deadlines of secretarial matters and non-statutory due dates and preparing and filing necessary documents, returns & forms with ROC as required under Companies Act; statutory returns/records with Registrar of Companies, RBI, SEBI, Exchanges, etc. • Maintaining and updating the Company's statutory compliance



	<p>records, registers and policy manuals.</p> <ul style="list-style-type: none">• Regulatory management including timely follow up and reporting on compliance matters, attending to all Corporate Governance and disclosure requirements and handling audits under the Statutes applicable to the Company, relating to compliance and governance matters.• Applying effective risk management techniques and provide proactive practical advice/ remedies to the Business Teams to mitigate compliance risks involved in the business transactions.• Liaising with, and representing the Company before various forums, including regulators, public authority, parent bank, etc. and creating relations of trust.• Undertaking annual review and updating policies as per amendments, viz., Stakeholders Right Policy, Investor Grievance Redressal Policy, etc•
Job specific skills	<p>Applicants should possess the following attributes:</p> <ul style="list-style-type: none">• Relevant experience in NBFC/Bank or other financial institutions.• In-depth knowledge of the Companies Act, 2013, SEBI guidelines, disclosures and compliances applicable to Debt listed companies, and all regulations applicable to BFSI Companies.• Should be able to understand the compliance ecosphere in the retail product business within BFSI domain.• Expertise in all Company secretarial activities, statutory & regulatory compliances, MCA 21 filings, XBRL Filings etc. under the Companies Act 2013, FEMA, RBI, etc.• Ability to identify potential issues and proactively plan action to mitigate legal, business and financial risks.• Ability to partner with Business Function (s) to address their needs and drive organization wide compliances across functions.• Understanding the applicability and interpretation of corporate and banking laws, legislation, rules, circulars, directions and practices.• Keep abreast of latest developments in judicial review and applicable law(s).• Possess strong verbal and written communication, research, organizational and analytical skills.• Be a self-starter and self-motivated individual and display high ownership and enthusiasm at work.• Detail-oriented and results-driven team player.• Strong interpersonal skills in relationship building and for coordination with various locations/departments for collecting information and to enable smooth work, while maintaining confidentiality of information.



Educational Qualifications	<ul style="list-style-type: none">• A qualified member of The Institute of Company Secretaries of India (ICSI).
Minimum Experience	<ul style="list-style-type: none">• 3+Plus years of relevant work experience in secretarial function preferably from Banking and Financial Services sector companies of repute.
CTC offered	<ul style="list-style-type: none">• Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	<ul style="list-style-type: none">• Mumbai. The candidate may be deputed to work with the team(s) within the organization / parent organization / any subsidiary of the parent organization if and as deemed necessary. Candidate is liable to be transferred to any other location in India
Maximum Age on the last date of application	<ul style="list-style-type: none">• 45 Years as on date of receipt of Application.
Email to be sent to	careers@bobfinancial.com with subject as “ Manager/Assistant Manager– Compliance and Secretarial ”
Website	www.bobfinancial.com
Other Terms	<ul style="list-style-type: none">• It may please be noted that company is not bound to call all the applicants for interview. Only shortlisted candidates will be called for interview.• In case of any modification in advertisement shall be updated only in Website.• The above recruitment may be scrapped at any stage of recruitment process without assigning any reasons.
Last Date for application	14th July 2023