

About us:

UC Inclusive Credit Pvt. Ltd. (UCIC) is an exciting, start-up, impact focused RBI registered Non-Banking Financial Company (NBFC) based in Bangalore. We extend loans (debt) to enterprises that strive to have positive social and/or environmental impact, in a responsible, transparent and sustainable manner. We use a variety of debt instruments and structures to achieve this. As a domestic debt provider, we lend to fast growing impact enterprises with strong promoters and management team and well supported by investors. We lend to enterprises engaged in various sectors viz. Food & Agriculture, Financial Inclusion, Healthcare, Clean Energy, Education, Affordable Housing etc., India.

Position:

Analyst

Position Location:

Bangalore

Reporting Relationship:

The analyst will be part of the corporate legal and secretarial team, reporting to more senior team members on various functions related to the lending operations

Primary Responsibilities:

- Assisting in handling secretarial matters in the Company – including but not limited to:
 - i. holding Board and Annual General Meetings- Preparing agenda, attendance sheets, notices;
 - ii. Filings with ROC and RBI;
 - iii. Compliances related to shares – Issuance, transfer, demat etc.;
 - iv. Coordination with investors;
- RBI Compliances and filings in relation to NBFCs ;
- End to end execution of loan documents for the Company for the company's borrowers as well as the lenders - From preparation, execution to preparing disbursement notes;
- Lender related compliances for the loans availed from the lenders.

Qualifications and requirements:

- Strong desire to work hard;
- Preferably 0-1 years of relevant experience of handling legal and secretarial work;
- Strong understanding of finance and law;
- CS (a degree in law would be preferable, semi-qualified candidates with similar experience may also apply);
- Excellent communication skills, both written and verbal

Desired candidates will have the ability to out-perform this job description, thrive in a collegial, dynamic, entrepreneurial and driven culture, and have a passion for making a difference.

If the above position is of interest to you, please submit a resume and cover letter explaining how your skills and experience align with UCIC's requirements by email to compliance@ucinclusive.com. Please include "Legal Analyst Position" in the subject line.

The position is open until filled. UCIC is an equal-opportunity employer.