

**About us:**

UC Inclusive Credit Pvt. Ltd. (UCIC) is an impact-focused, RBI registered Non-Banking Financial Company (NBFC) based in Bangalore. It extends loans (debt) to enterprises that strive to have positive social, financial and/or environmental impact, in a responsible, transparent, and sustainable manner. It uses 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 teams and well supported by reputed institutional and individual investors. We lend to enterprises engaged in various sectors viz. Food & Agriculture, Financial Inclusion, Healthcare, Clean Energy / Tech, Education, Affordable Housing, Livelihood, Women Empowerment. UCIC is funded by reputed HNIs, institutional investors, large commercial banks, and financial institutions from India and abroad.

Position:

Analyst – Legal & Compliance

Position Location:

Bangalore

Reporting Relationship:

The analyst will be part of the corporate legal team, reporting to more senior team members on various functions.

Primary Responsibilities:

- Assisting in handling secretarial and Company affairs matters of the Company, including but not limited to:
 - i. holding Committee, Board (including its various Committees and sub-Committees), and General Meetings and preparing agendas, notices, minutes, communications, resolutions, detailed compliance chart, and other related documents.
 - ii. Assisting in e-Filings of various forms and returns in respect of ROC and RBI and maintenance of Statutory Registers.
 - iii. Compliances relating to issuance and transfer of Securities, maintenance of Statutory Registers, dematerialization, Alteration of Charter documents, CSR, Appointment/ Re-appointment & Resignation of Auditors and Directors/ KMPs and any other event-based compliances pertaining to the Companies Act, 2013 and applicable RBI regulations.
 - iv. Assisting in effective coordination and communication with regulators, investors, Borrower, Lenders, Auditors, Legal Counsel, RTAs, Bankers and Service Providers/ Vendors.

- Assisting in overall RBI Compliances relating to NBFCs and Compliances of other applicable Corporate Laws as per applicable provisions;

End to end execution of facility documents (using IT enabled tools) for the Company's credit facilities to its borrowers as well as from lenders - From preparation, negotiations in respect of key clauses, execution of documents and preparing disbursement notes;

- Assisting in drafting/ reviewing/ vetting/ proof reading Company documents like Articles, Memorandum, Policies, Manuals, Schemes, Guidelines, etc...
- Co-ordinating secretarial and legal audits, upkeep of safe custody documents- physically and through periodic back-ups
- Conducting legal research and circulation of legal/ informative notes

Requirements:

- Strong desire to work hard.
- Should be polite and well mannered.
- Preferably 0-2 years of relevant experience of handling legal and secretarial work with outstanding academic records
- Strong understanding of finance and relevant laws and regulations.
- Bachelor's degree in law and CS (semi qualified can also apply)
- Ability to comprehend and interpret legal documents.
- Excellent communication skills, both written and verbal

Desired candidates will have the ability to out-perform this job description, thrive in a , 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 hr@ucinclusive.com

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