

**Recruiter's Description:**

CredAble is a technology-powered supply chain funding solutions company and NBFC. CredAble leverages its trade finance expertise, technology platform, and access to 3rd party capital to arrange funding programs for enterprise supply chains. Programs are anchored around enterprise clients and provide funding linked to transactions with suppliers (payables) and distributors (receivables). Investors in CredAble include Alpha Capital, an India-focused investment manager investing in consumer-focused and/or disruptive technology-enabled businesses.

**Job Description:**Legal Documentation and Due Diligence

- Assist the Head of Legal leads efforts across the execution of legal documentation, legal due diligence, designing and implementing corporate governance best practices, compliance, and litigations.
- Maintains updated versions of all standard form legal agreement templates.
- Leads documentation efforts on all agreements with or concerning enterprise customers, financial institutions and NBFC partners, investors/shareholders, and intercorporate arrangements.
- SPOC for legal due diligence while interacting with credit rating agencies, lenders, and investors.
- Provide legal advice with respect to transaction structures and programs that may be implemented and work with external legal firms wherever applicable to opine on the legality of transaction structures Corporate Governance.
- Designing and implementing best practices in corporate governance convenes and conducts Board, Committee, and Shareholder meetings per statutory and governance best practices Compliance.
- Creates a time-based annual schedule of all compliance requirements
- Compliance requirements may include but are not limited to the following:
  - Compliance with Reserve Bank of India (RBI) guidelines and circulars
  - Monthly/quarterly returns per Companies Act
  - KYC Policy, Anti-money laundering policy, central KYC norms, sanctioned list of borrowers, fraud policy
  - Information sharing requirements with RBI, MCA, and others including periodic and event-driven requirements
- Board meetings/Annual General Meetings

- Labour laws and contract labor regulation act
- Permits in connection with new business incubation
- Customer-related compliance issues more particularly Fair Practice Code and Grievances Redressal Litigations
- Liaising with external counsel and representing the Company in corporate-level litigations (RBI/ROC/Others).

**Candidate Requirements:**

- Candidates should have strong commercial orientation and communication skills
- Candidates should have experience with trade finance, structured finance, and/or NBFC operations
- Candidates must possess excellent process and stakeholder management skills.