



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 01/2021 dated 14/6/2021

Recruitment to the post of Chief Finance & Administrative Officer

The National Law School of India University (NLSIU) was established in 1987 to be a pioneer in legal education. Over the last three decades the University has consistently been the undoubted leader in legal education and research in India, and ranked **First** among Law Universities in the National Institute Ranking Framework for the last three years.

The University is committed to building on this legacy to become a leading Asian and Global law school in the next decade. We aim to build a professional and responsive University administration to be led by a well-qualified and highly motivated **CHIEF FINANCE & ADMINISTRATIVE OFFICER (CFAO)** to be filled by Direct Recruitment/Contract/on Deputation for a period of 5 years or till attaining the age of 62 years whichever is earlier. The details are as under:

S. No.	Post	Chief Finance and Administrative Officer (01 post– Unreserved)
1.	Pay Structure	Group A at Level 13/14 based on the qualifications and experience of the candidate.
2.	Essential Qualifications	(i) Graduate degree in any discipline with aggregate 60% marks; (ii) Post Graduate Degree including MBA or M.Com
3.	Desirable Qualifications	Chartered Accountant (CA) or ICWA Professional Qualifications
4.	Essential Experience and Skills	(i) A minimum of 10 years of experience in a supervisory position maintaining audited accounts, preparing budgets and ensuring compliance with administrative processes and legal regulations, in a recognized University or other public or private entity with over 100 employees on the payroll and having a turnover of more than INR 25 crores; (ii) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills; (iii) Excellent knowledge of Office software, accounting software, ERP systems and Email applications.
5.	Competencies and Values	The University is looking to recruit a candidate who:

		<ul style="list-style-type: none"> ▪ Takes overall responsibility and ownership for the University administration and accounts; ▪ Integrates a results-based approach into his/her activities; ▪ Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management; ▪ Displays accuracy and professionalism in document production and editing; ▪ Possesses excellent interpersonal skills; is culturally and socially sensitive; has the ability to work inclusively and collaboratively with a range of partners, including government officers, students, corporations and authorities at different levels; ▪ Is able to work and adapt professionally and effectively in a challenging environment.
6.	Job Description	<p>The Finance and Administration Officer will be responsible for undertaking the following tasks:</p> <p>Finance & Accounting responsibilities</p> <ul style="list-style-type: none"> ▪ Manage the Institute’s accounting, auditing, budgeting, finance and other related activities. ▪ Formulate and implement financial policies; financial planning and budgeting; managing funds; ▪ Prepare monthly expenditure receipts and reports on data entering into the centralized accounting system; ▪ Produce and regularly update cash flow forecasts and ensuring timely remittance requests to ensure sufficient funds are available to meet University; ▪ Operate and maintain use of computerized accounting systems and spreadsheets to assist day to day accounting procedures and reporting requirements; ▪ Ensure compliance with legal, financial and procurement policies for donor funded projects; ▪ Conduct risk management in line with University risk management policies and procedures; ▪ Maintain records for fixed assets and updates them on a quarterly basis; ▪ Assist with expenditure control, ensuring adherence to University policies and procedures and advising team members on possible cost saving measures; ▪ Conducting audits and ensuring statutory compliance as per the applicable law.

		<p>Administrative responsibilities</p> <ul style="list-style-type: none"> ▪ Assessing and implementing the University’s operational processes; ▪ Working to continuously improve the University’s operational processes and technologies on an ongoing basis and collaborating with the University leadership to implement these improvements; ▪ Work with the University leadership to implement growth strategies; ▪ Provide administrative and human resources support to staff; ▪ Support designing of the HR plan, the drafting of the ToRs and job announcements; ▪ Completing performance reviews in a prudent manner; ▪ Delegating responsibilities to ensure staff members grow as capable participants; employing various initiatives to train and assist employees to optimize their capabilities; ▪ Prepare and support the administration and performance management of contracts and agreements for service providers and/or partner organizations.
7.	Age as on the last date of application	The candidate should not have crossed 57 years

General Conditions:

1. The candidate must be a citizen of India.
2. The prescribed essential qualifications/experience indicated are the bare minimum required for the role. Mere possession of these qualifications/experience will not entitle the candidate(s) to be called for an interview.
3. The qualification prescribed in the table above should have been obtained from recognized Universities/ Institutions.
4. Interested candidates are required to submit applications through online mode only by completing the Application Form and uploading all required documents. Without these documents, the application form will not be considered.
5. The Statement of Purpose is a 1-page write up on the applicant's appreciation of the role and functions of the position of Finance and Administrative Officer and how he/she can contribute to the University as well as why he/she considers oneself to be suited for the post.
6. Candidates shall have to produce original documents at the time of interview.
7. Where the number of applications received in response to this advertisement is large and it may not be convenient or possible for NLSIU to interview all the candidates, NLSIU reserves the right to restrict the number of candidates to be called for interview to a reasonable limit.
8. Candidates serving in Government/ Public Sector Undertakings (including Boards/ Autonomous Bodies) are required to submit their ‘No objection Certificate’ from their current employer at the time of interview, if not submitted earlier.

9. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
10. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
11. NLSIU reserves the right of not filling the post advertised.
12. If information given in an application is found to be incorrect/false, at any stage, the Candidature is liable to be cancelled and any appointment made is also liable to be terminated.
13. Last date for submission of the application is **13th July, 2021**.
14. The shortlisted candidates will be intimated through email.

Interested individuals are requested to go through the University's website, fill in the Application Form and upload the certificates to support their claim for educational qualifications, age, experience etc. on or before **13th July, 2021**.

For any clarifications in this regard, you may contact the University at the following numbers:

Name of the Contact Persons: Ms. Savithri

Phone : 080-23160537/23213160/23160533

Email: recruitment@nls.ac.in

Bangalore

REGISTRAR

14th June, 2021