



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY

NAGARBHAVI, BANGALORE-560 242

Notification No. 13/2022 dated 26/05/2022

Advertisement for the position of Manager – Finance

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 four years.

The University invites online applications for hiring qualified **Manager – Finance** to a full-time post.

A. Job Description

S. No.	Post	Manager – Finance (01 vacancy)
1.	Pay Structure	Level 7/8/9/10 as per the VII th CPC based on the qualifications and experience of the candidate.
2.	Tenure	Permanent basis till the age of superannuation i.e. 60 years, subject to confirmation after the satisfactory completion of one year's probation.
3.	Essential Qualifications	Graduate degree in any Commerce, Accounting or other related technical discipline with aggregate 55% marks. <i>Provided</i> , for candidates with benchmark disabilities, the minimum aggregate mark is 50%.
4.	Desirable Qualifications	Post-Graduate/Professional Degree in a related field such as Chartered Accountancy (CA), Cost and Works Accountancy (CWA) or Cost Management Accountancy (CMA) is preferred. Applications from candidates who have cleared intermediate examinations for CA/CMA/CWA are also encouraged.
5.	Essential Experience and Skills	(i) A minimum of ten (10) years of relevant work experience in an accounts function; (ii) Excellent knowledge of accounting regulations (GAAP) (iii) Working knowledge of banking processes, tax regulations and compliance (iv) Proficiency in ERP software and advanced skills in MS Office, GSuite;

		<p>(v) Good analytical skills, time-management skills and ability for organization and coordination; detail-oriented and data-driven;</p> <p>(vi) Candidate must be self-driven, with the ability to be collaborative as well as to work independently;</p> <p>(vii) Fluency in written and oral English communication.</p>
6.	Roles and Responsibilities	<p>The Manager – Finance will work in the Finance Department and report to the University’s Chief Finance and Administrative Officer.</p> <p>The employee will be responsible for undertaking the following tasks:</p> <ul style="list-style-type: none"> • Managing daily operations of accounts department and statutory compliances; • Handling month-end and year-end closing process; • Ensuring adherence to appropriate GAAP standards and regulatory requirements; • Establishing and enforcing financial and operating benchmarks, internal control guidelines, policies and procedures; • Coordinating with internal and statutory auditors to ensure audit compliance; • Managing treasury operations and controls.

B. Selection Process

1. Selection will take place in two parts. In Part 1, candidates will be shortlisted in a 1:5 ratio on review of their applications as against the number of vacancies for the Interview round (Part 2). In Part 2, the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the posts.
2. Candidates holding a contractual position in the University as of the last date of application for this post shall be eligible and entitled to apply. They shall be eligible for the following concessions:
 - a. Notwithstanding the shortlisting ratio of 1:6, candidates shall be shortlisted for the interview stage, subject to meeting the essential educational qualifications and minimum years of work experience.
 - b. In Part 2, candidates will be awarded **0.3** additional marks per year of continuous service at NLSIU up to a **maximum of 3 (Three) marks**.

C. General Conditions

1. 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.

2. The qualifications prescribed in the table above should have been obtained from recognized Universities/ Institutions.
3. Candidates shall have to produce original documents at the time of interview.
4. 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.
5. 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.
6. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
7. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the Post.
8. NLSIU reserves the right of not filling the post advertised.
9. 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.
10. National Law School of India University is an equal opportunity employer and we value diversity at our institution.
11. Last date for submission of the application is **4th June, 2022**.
12. The shortlisted candidates will be intimated through email.

Interested individuals are requested to fill in the Application Form on the website (www.nls.ac.in) and upload their CV and supporting certificates on or before **5.00pm on 4th June, 2022**.

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

Name of the Contact Persons: Ms. Savithri

Phone : 080-23160537/23010000

Email: recruitment@nls.ac.in

Bangalore

REGISTRAR

26th May, 2022