



NATIONAL LAW SCHOOL OF INDIA UNIVERSITY
NAGARBHAVI, BANGALORE - 560242

Notification No. 08/2023 dated 12/09/2023

Advertisement for the position of Chief Finance Officer in the National Law School of India University, Bangalore

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 an innovative leader in legal education and research in India and has been ranked First among Law Universities in the National Institute Ranking Framework for the last six years.

The University invites online applications from accomplished professionals for the position of **Chief Finance Officer**. The role will be responsible for the institution's financial strategy. This is a full-time position, based out of the NLSIU campus in Bangalore involving field and desk work, and will report to the Registrar, NLSIU.

A. Job Description

Name of Post	Chief Finance Officer (1 vacancy)
Structure	Level 14 As per VII CPC
Tenure	Permanent basis till the age of superannuation i.e., 62 years, subject to confirmation after the satisfactory completion of one years' probation.
Essential Qualifications	Master's Degree/Post Graduate Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed
Desirable Qualifications	Chartered Accountant (CA) or ICWA Professional Qualifications
Essential Experience	A minimum of 15 years of administrative 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.
Essential skills	(i) Fluency in written and oral English communication with excellent drafting, formulation and reporting skills. (ii) Excellent knowledge of Office software, accounting software, ERP systems and Email application. (iii) Excellent management and supervisory skills. (iv) Excellent communication skills - written and oral. (v) Analytical, logical and problem solving. (vi) Planning, organising, prioritising and time management. (vii) Proven negotiation skills. (viii) Experience with budget management, public accounting, and cash flow. (ix) Team management and stakeholder management skills. (x) Hands-on with Microsoft/Google/Social Media suite. (xi) Exposure to enterprise applications and office procedures.

	(xii) Building and maintaining relationships with the Centre and State Government and institutions/offices of Public and Private sectors. (xiii) Building and maintaining relationships with staff and students.
Key Duties and Responsibilities	<p>The Chief Finance Officer will report to the Registrar and will be responsible for the following:</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 and manage funds; ▪ Prepare monthly expenditure receipts and reports on data entering into the centralized accounting system; ▪ Produce and regularly update cash flow forecasts and ensure timely remittance requests to ensure sufficient funds are available with the 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’s risk management policies and procedures; ▪ Maintain records for fixed assets and update them on a quarterly basis; ▪ Assist with expenditure control, ensure adherence to University policies and procedures and advise team members on possible cost saving measures; ▪ Conduct audits and ensure statutory compliance as per applicable laws. ▪ Work with other department heads to monitor each department and make recommendations.

B. Selection Process

1. Selection will take place in two parts.

a. Part 1 shall consist of review of applications by the University. Upon review of applications, candidates will be shortlisted in a 1:5 ratio as against the number of vacancies for the Interview round (Part 2).

b. Part 2 will be an interview round wherein the Interview Selection Panel shall score candidates out of a total of 50 marks for selection to the post.

2. NLSIU reserves the right to have more than one round of interview either in person or over video conferencing and to conduct independent background checks on the candidates.

3. NLSIU reserves the right to request for references from people who are not listed in the application form but would be familiar with the candidate’s previous work.

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 will be required 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 a 'No Objection Certificate' from their current employer at the time of interview, if not submitted earlier.
6. Incomplete applications, in any form, will not be considered by the University.
7. No correspondence whatsoever will be entertained from candidates regarding the conduct or result of interview and reasons for not being called for interview.
8. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
9. If information provided in an application is found to be incorrect/false, at any stage of the selection process, the candidature is liable to be cancelled and any appointment made is also liable to be terminated.
10. NLSIU is an equal opportunity employer, and we value diversity at our institution.
11. The shortlisted candidates will be intimated through email. University will make all correspondence through email only.
12. NLSIU reserves the right to withdraw the advertisement and not fill the advertised post at any time without assigning any reason.
13. The decision of the University in all matters relating to this post shall be final and binding on all candidates.
14. Any dispute regarding any matter arising pursuant to this advertisement shall be subject to the jurisdiction of courts at Bangalore.

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 **3 October, 2023**.

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

Name of the Contact Person: Ms. Savithri

Phone: 080-23160537/23010000

Email: recruitment@nls.ac.in

Bangalore

12th September, 2023

REGISTRAR