

Call for Applications | Finance Lead - Clinics and Fellowships

The National Law School of India University (NLSIU) invites applications for a full-time (contractual) role of a Finance Lead (Clinics and Fellowships), for a period of one year (extendable based on performance). The role will be based out of the NLSIU Bengaluru campus (with occasional travel).

A. About the Role

The Finance Lead will be responsible for managing, monitoring, and reporting on the financial activities related to the Clinics and Fellowships project, funded by the Azim Premji Foundation. This role will ensure compliance with the University's financial policies, grant requirements, and statutory norms.

The Finance Lead will also supervise the accountant assigned to the project, ensuring accurate accounting, timely reconciliations, and preparation of periodic reports.

Key Responsibilities

Financial Management & Reporting

- Oversee end to end financial operations under the Clinics and Fellowships project, ensuring adherence to NLSIU's and the donor's financial policies and procedures.
- Prepare and maintain project accounts, budgets, forecasts and expenditure statements.
- Monitor fund utilization and ensure compliance with grant terms and conditions.
- Prepare periodic financial reports for submission to the donor, management, and auditors.
- Ensure timely reconciliation of accounts, including bank statements, vendor ledgers, and statutory dues.

Supervisory & Coordination Responsibilities

- Supervise and mentor the accountant, reviewing daily accounting entries, reconciliations, and documentation for accuracy and compliance.
- Allocate and review work, provide feedback, and ensure that timelines and quality standards are met.
- Liaise with internal teams, the University's Finance C Accounts Department, and external stakeholders (donors, vendors, auditors, banks) to ensure smooth financial operations.
- Support the Director-Clinics and Fellowships in financial planning, budgeting, and audit preparedness.

Compliance & Audit

- Ensure compliance with statutory requirements such as TDS, GST, PF, and professional tax.
- Facilitate internal, statutory, and donor audits by providing necessary documentation and explanations.
- Maintain proper records and documentation to ensure transparency and accountability.

Systems & Process Improvement

- Identify opportunities to streamline financial processes and strengthen internal controls.
- Contribute to the development of standard operating procedures for grant and project accounting.

Reporting

The Finance Lead will report directly to the Chief Finance Officer of the University and will also work under the direction of the Director- Clinics and Fellowships.

B. APPLICATION DETAILS

a. Qualifications

Essential

- A master's degree (M. Com) or professional qualification (CA Inter / ICWA Inter).

Desirable

- MBA Finance

b. Experience

Essential

- Minimum of **5-7 years of relevant experience** in accounting, financial management, or grant administration.
- Strong understanding of Indian accounting standards, tax laws, and statutory compliance.
- Proficiency in accounting software (e.g., Tally ERP, Zoho) and MS Excel.

Desirable

- Prior work experience in accounting, financial management or grant administration in higher education institutions, NGOs, or donor-funded projects.

- Proven experience in supervising accounting staff and managing project budgets.

c. Key Attributes

- High attention to detail and accuracy.
- Strong interpersonal and leadership skills.
- Ability to work independently and collaboratively in a multidisciplinary environment.
- Commitment to transparency, accountability, and ethical financial management.

How to Apply?

Please use the Google form available here, and include the following documents:

- An updated CV
- A statement of purpose (100 - 200 words)
- Details of two professional references

Compensation

- Commensurate with experience, within a range of Rs. 60000-70000

For any queries, please write to recruitment@nls.ac.in

Deadline

The last date for submission of applications is **January 09, 2026, at 5 pm.**