

JD: Company Secretary

Industry: NBFC-HFC

Location: Adyar, Chennai

Experience: Fresher's / Minimum Experience / Retired Persons

Contact Us: 81221-75550

Email: hr.navarathna@gmail.com

Web: www.navarathnahousing.com

About Us:

We are **Navarathna Housing Finance Limited**, part of a group of first-generation entrepreneurs focused on providing financial services to underserved segments of society. With 10 branches across Tamil Nadu, we offer a wide range of loans, including home loans, construction loans, renovation loans, mortgage loans, plot purchase loans, and furnishing loans. Our mission is to bring financial inclusion to communities that are often overlooked by traditional banks.

Key Responsibilities:

1. Corporate Governance:

- Ensure compliance with corporate laws, regulations, and internal policies.
- Provide advice to the Board on governance matters and implement best practices in corporate governance.

2. Regulatory Compliance:

- Ensure compliance with all regulatory requirements under the Companies Act, 2013, SEBI guidelines, and RBI regulations, specific to housing finance companies.
- File necessary returns, forms, and documents with the ROC and other regulatory bodies.

3. Board and General Meetings:

- Organize and facilitate board meetings, AGMs, and other committee meetings.
- Prepare and maintain minutes of meetings and ensure proper documentation of board resolutions.

4. Legal and Statutory Requirements:

- Maintain statutory records, including registers of members, directors, and secretaries.
- Draft and review legal documents and contracts to ensure legal accuracy.

5. Liaison with Stakeholders:

- Act as the principal point of contact with regulators, investors, and external auditors.
- Coordinate with legal consultants, auditors, and other external parties on legal matters.

6. Risk Management:

- Support the Board in identifying and mitigating business risks, particularly in the housing finance sector.
- Assist in ensuring the company's risk management policies are adhered to in compliance with statutory guidelines.



7. Strategic Support:

- Assist the management with strategic business decisions, particularly in legal and compliance matters.
- Provide support during mergers, acquisitions, or any restructuring activities.

8. Record Keeping:

- Maintain and update statutory records, including registers and legal filings.
- Ensure timely filing of returns and reports to government authorities.

Qualifications:

- Should be a member in The Institute of Company Secretaries of India
- Knowledge of the housing finance industry will be an added advantage.
- Freshers, individuals with minimal experience, and retired professionals are welcome to apply.

Key Skills:

- Strong understanding of the Companies Act, 2013, SEBI regulations, and RBI guidelines, especially as they pertain to housing finance companies.
- Ability to manage multiple priorities and work in a fast-paced environment.

If interested in this position, please email your resume to hr.navarathna@gmail.com with subject line “Application for CS”.