

Head – Operations and Regulatory Affairs

Job Description

The incumbent will be responsible for liaising with the regulators w.r.t. policy matters and issues concerning the mutual fund industry and shall be the MF industry interface with the regulator, steering regulatory narrative, driving adoption of industry best practices, proactive monitoring of regulations and coordination with the regulator, AMFI committees and other external stakeholders.

Mandatory Skills

Regulatory Compliance Management, sound knowledge of various regulations related to mutual funds and 360° knowledge mutual fund operations, Regulatory Affairs, Regulatory Reporting, Strategic Planning, Strong communication skills, Analytical and problem-solving capability

Roles & Responsibilities

- Close liaison with the regulators w.r.t. policy matters and issues concerning the mutual fund industry.
- Co-ordinating with various AMFI standing committees and working groups and take up the issues flagged by the committees/working groups with the regulator.
- Creation of communications and advocacy roadmap for liaison with the regulator.
- Responding to queries and requests from regulatory authorities ensuring timely closure of action points.
- Monitoring timely submission of MF industry comments / AMFI comments in respect of Consultation Papers issued by regulatory authorities / govt.
- Drafting stakeholder communication to make representations to the regulator and the government.
- Creating proper implementation roadmap around all regulation reforms and impact assessment of changes in regulations on the industry.
- Manage relationships with key stake holders, such as Registrars, stock exchanges, depositories, KRAs, custodians, and audit firms and consultants.

Candidate Profile:

- Experienced team leader, with ability to enhance team performance.
- Thorough understanding of Mutual Fund Industry, especially regulatory compliance, investor services, MF Operations and Operational Risk
- Capability to review and streamline operational processes at an industry level for ease of doing business and enhance investor convenience.
- Strong collaborative skills with ability to influence, without direct authority.
- Strong communication skills to independently communicate with various stakeholders, regulator and government bodies.
- Good Conflict & Time Management skills
- Team player with strong inter-personal skills to deal with personnel at various levels in the industry and at regulator.
- Track record of delivering process results and ability to manage change initiatives.
- Conceptual clarity and strong analytical and problem solving skills.
- Strong belief in ethics and good governance and ability to withstand pressures.
- Eye for detail and meticulousness.

Education:

- Graduate in any discipline with Post Graduate degree in law and/or MBA / PGDM from a reputed institute

Experience:

- Minimum 15 years of work experience in mutual fund industry preferably in Legal & Compliance and/or Operations areas.