

AM (Indirect Taxation) – Job Description

Key Responsibilities

Responsible for handling Goods and Services Tax, Service Tax, VAT, Sales tax, Excise, Customs, having worked in areas of compliance, refund, returns, foreign trade policy.

- Administering the team of Indirect Tax Division of the firm and reporting to the Director about the various clients.
- Management of indirect tax related periodical compliance.
- Enrolments, new registration and cancellation of Provisional Registration under GST
- Filing GST Returns GSTR-1, 3B, and 6
- Supervision of process of preparation of monthly GST credit and related coordination work with cross functional teams.
- Resolving day to day queries raised by client related to ISD, taxability, e-way bill etc
- Analysis & Finalization of tax position adopted in relation to applicability of tax, tax returns, other filing etc.
- Management of tax refund / demands / assessments
- Drafting appeals, replies to show cause notice, attending hearings, managing Tax Audits
- Identify risk areas and sustainable planning.
- Liaison with state authorities / departments etc.,

Requirement

- **Semi Qualified Chartered Accountant (CA Drop Out) / M.Com with 3-4 years of core and relevant experience in indirect tax matters**
- **Must have experience in replying to Notices and must be proficient in department liaison.**
- Must be willing to give presentations, trainings, writing articles etc.,
- Should have managed multinational clients from varied industries like Service, Trading and Manufacturing
- Must be able to lead and manage team, Able to do multitasking, Good analytical skills
- Good time management skills and the ability to priorities and maintain turnaround time
- The ability to work as part of a team and to build strong working relationships while interacting with clients (good communication skills)

Location: Panchsheel Park, New Delhi

Type of Employment: Full Time

Working Days – Mon-Fri + 3rd Saturday of every month