



PR/108961 | Sr. Executive Finance / Asst. Manager Finance {Gurgaon}

Job Information

Recruiter

JAC Recruitment India

Job ID

1515418

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 8th, 2025 12:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:- Preparation and filing of GSTR-1, GSTR-3B and GST Annual Returns (GSTR-9 & 9C) Preparation and filing of Quarterly TDS /TCS Returns Payment of withholding taxes and submission of tax returns Ensure the timely payment of tax liabilities Assist Tax Consultant in compliance with Tax Notices, such as GST, Income Tax and Withholding Tax Collaborate with external tax advisors for expert advice on complex tax matters. Experience in handling of various GST litigation Reconcile every transaction appearing in the General Ledger with that filed in sales tax and income tax returns. Implement tax planning strategies to minimize tax liabilities Maintain accurate tax records and documentation for audit and compliance purposes. Collaborate with cross-functional teams to gather financial and operational data for tax calculations and reporting. **Additional Information:-** At least 4-6 years of experience in GST, TDS/TCS & Book Keeping Strong aptitude for analytical thinking and reconciliation processes. Excellent communication skills in English (Speaking and Writing both). Proficiency in Excel for complex data analysis and reporting Capable of working efficiently under pressure and adhering to tight deadlines Committed to maintaining confidentiality and exercising discretion in all professional matters. Experience dealing with Tax consultants, and Tax departments to resolve tax matters. Working with Consultant like Big-Four will be added advantage **Qualification:-** Graduation in Commerce (B. Com) MBA in Finance will be added advantage Age group between 25-35 Years

