

**SARASWAT CO-OPERATIVE BANK LTD.,**

**JOB DESCRIPTION**

<b>PARTICULARS</b>	<b>DETAILS</b>
<b>DESIGNATION</b>	Manager (Marketing & Operations) Experience – Minimum 5 years in BFSI sector or 7 years' experience in Accounts profile  Deputy Manager (Marketing & Operations) Experience – Fresher / Minimum 2 years in Accounts profile
<b>DEPARTMENT</b>	Accounts Department
<b>PROFILE</b>	Direct and Indirect Taxation
<b>RESPONSIBILTIES</b>	<p><b>a. Indirect Tax Profile:</b></p> <ul style="list-style-type: none"><li>• Preparation and filing of various GST returns, assisting in Assessment proceedings,</li><li>• Compilation of GST audit information. Calculation of Input /output tax Credit determination</li><li>• Assisting in Appeals and Compliance with provisions of GST Act</li></ul> <p><b>b. Accounts Profile:</b></p> <ul style="list-style-type: none"><li>• Preparation of financial statements (standalone/ consolidated) as per IGAAP/ IndAS.</li><li>• Variance analysis and reconciliation of various office accounts</li></ul> <p><b>c. Direct Tax Profile:</b></p> <ul style="list-style-type: none"><li>• Preparation and filing of income tax returns, assisting in Assessment proceedings,</li><li>• Compilation of Tax audit information. Calculation of Advance Tax and provision for Tax including deferred tax</li><li>• Assisting in Appeals and Compliance with provisions of Income tax Act</li></ul> <p>▪ Any other work, as assigned by superiors and falling within the ambit of grade</p>
<b>CTC Range</b>	Rs.6.50 lac to Rs.8.50 lac (depending on experience)
<b>LOCATION</b>	Mumbai