

Position		Sr. Officer/ Assistant Manager – GST
Location		Mumbai, Delhi
CTC		5.50 lakhs p.a.
Qualification		ICWA
Experience		0-3 years of experience
Capabilities and competencies	Behavioural	
	1	Problem solving ability
	2	Presentability
	3	Good Communication skills (verbal as well as written)
	4	Interpersonal skills
	5	Self Motivation & willingness to take responsibility
	6	Integrity
	7	Common sense
	8	Logical Thinking
	Technical	
Desired Skill Sets (Essential)	1	GST Advisory, Audit, Compliance, refund, etc
Job Description		<p>Indirect Tax Advisory -</p> <p>a. Preparation of Compliance Manuals / Standard Operating Policy and Procedure (SOP) Manuals.</p> <p>b. Assisting seniors in GST change management study .</p> <p>Indirect Tax Compliance</p> <p>a. Obtaining registrations, approvals, TIN.</p> <p>b. Filing periodic returns.</p> <p>c. Cancellation of registrations, completion of closing assessments etc and related matters.</p> <p>d. Assisting in the compilation, analysis and representation of the matters before the Authorities during their non – routine visits to the Client's premises or during hearings where the Clients / their representatives are asked to represent.</p> <p>Undertaking Audit Services Compliance Services & conducting .compliance review</p> <p>Knowledge of MS office (Excel & Word).</p> <p>Ability to use internet for research, tools for GST audit and reconciliation</p>

Total No. of vacancies: 41