

<b>Position</b>		<b>Sr. Officer/ Asst. Manager - Taxation</b>
<b>Location</b>		<b>Mumbai</b>
<b>CTC</b>		<b>5.50 lakhs p.a.</b>
<b>Qualification</b>		CMA
<b>Experience</b>		0-3 years of experience
<b>Capabilities and competencies</b>		<b>Behavioural</b>
	1	Problem solving ability.
	2	Liaising skills with various statutory authorities.
	3	Presentability.
	4	Good communication skills (verbal as well as written).
	5	People Management.
	6	Self motivation & willingness to take responsibility.
	7	Integrity.
		<b>Technical</b>
	1	Knowledge of FEMA, Taxation(Direct and Indirect), Laws and procedures for amalgamation/mergers, demergers and acquisition.
	2	Knowledge of Transfer pricing regulation and assessments.
	3	Knowledge of assessment proceedings & scrutiny matters.
	4	Knowledge of best practices in the industry.
	5	Knowledge of strategic management and corporate restructuring.
	6	Knowledge of MS office.
	7	Ability to use internet for research.
	8	Preparation of income-tax computation, filling e-file returns etc.
	9	Preparing reconciliation between assessee's records vis-à-vis communication from tax authorities.
	<b>Responsibilities</b>	1
2		Attending withholding tax proceedings.
3		Assistance in preparing tax circulars and news flashes.
4		Preparing & filing corporate tax returns in India.
5		Assisting in preparing and filing appeals.
6		Obtaining various tax registrations.
7		Preparing data for scrutiny and assessments.
8		Participating in office meetings and presenting a topic.
		(A fresh CA may or may not have exposure to International Taxation and accordingly the responsibilities would change).

Total No. of vacancies: 41