

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

**JOB DESCRIPTION**

| <b>PARTICULARS</b>     | <b>DETAILS</b>   |
|------------------------|--|
| <b>DESIGNATION</b>     | Manager (Marketing & Operations)<br>Experience – Minimum 5 years in BFSI sector or 7 years' experience in Accounts profile<br><br>Deputy Manager (Marketing & Operations)<br>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.9.50 lac (depending on experience)   |
| <b>LOCATION</b>        | Mumbai   |

- Name of the position – Manager / Deputy Manager (depending on the years of experience)
- Eligibility criteria – Experience in the BFSI industry and CMA qualified
- CTC p.a. – Range from Rs.6.25 lac to Rs.10.00 lac (depending on experience and present emoluments)
- Job location – Mumbai