

Position Guidelines

Job Title	Executive	Department / Function	Finance & Accounts
Reporting Manager	Finance & Accounts	Location	Thane
Position Details			
<ul style="list-style-type: none"> • Ensure the smooth and effective operation of all general accounting functions in ERP including Accounts Payable, Cost and General Ledger accounting. • Manages monthly closing of financial records and posting of month end information; ensures accuracy of financial statements. • Ensure applicable taxes related to payables are accounted and paid on time. Work closely with team to ensure accurate and timely payment of vendor payments using workflow • Plan and coordinate company budgeting exercise including planning meetings, setting dates, delivering budgets and have actual results compared to budgets monthly. • Ensure accurate and timely preparation of monthly, quarterly, and annual financial reports for distribution to shareholders, venture partners, tax authorities and other users as requested. • Develop and constantly monitor the effectiveness of accounting policies and procedures and controls making changes as necessary. • Overall responsibility for coordination of all internal and external audits and preparation of tax filings • Work cross functionally with external accounting service providers, tax advisors, legal service providers, investment management staff and all departments of the company. • Dealing with banks and preparing of all documents related to inward and outward remittances • Vendor payments thru cheques / RTGS / NEFT • Investment of surplus funds in Fixed Deposits • Vendor Balance reconciliation • Raising of invoices on Customers • Weekly MIS and bank reconciliation <p><u>Direct tax</u></p> <ul style="list-style-type: none"> • Accuracy of withholding tax calculations on year end provisions • Ensuring whether taxes has been withheld at appropriate rate and have been deposited with the Government within time • Ensuring if necessary details to be furnished in the withholding tax certificate have been furnished or not • Timely issuance of withholding tax certificate • Timely filing of withholding tax returns has been filed with the tax authorities • Vetting of Advance Tax computation and ensure the tax is paid in time • Vetting of Income Tax return and ensure timely filing of return • Ensure all the documents are available for submissions with Tax authorities for submissions • Co-ordinate with department, advocate/consultant, and fix hearing with authorities to complete the assessment • Effectively handle the departmental audits and protect the company from any additional liability other than policy related litigations • Ensure Form 3CEB is prepared and filed in time • Ensure all the required documents are available for TP compliance • Co-ordinate with Tax consultant & IT authorities and ensure the TP assessment is completed <p><u>Indirect tax</u></p> <ul style="list-style-type: none"> • Understand the guidelines and provisions of the GST, understanding the legal position, relating to the business of the client as may be referred from time to time for the views. • To put in place systems and policies in place for identification of outward supply of Goods & Services falling under Nil Rated, Exempted or Non-GST Supplies. 			

- To put in place formats for Tax Invoice, Bill of Supply, Delivery Challan, Receipt Voucher, Refund voucher, Payment Vouchers & Debit Credit Notes.
- To review all revenue GLs on monthly basis to confirm the GST levy and type of GST levy on all revenue line items.
- To review of all HSN/ SAC code of Outward supplies to confirm the correctness of the code applied on Tax Invoices.
- Review of contracts with customers from GST perspective.
- Advice on all HSN/ SAC code of Outward supplies to confirm the correctness of the code applied on Tax Invoices.
- Verification of input tax credit and service tax reverse charge liability under GST
- Preparation & Uploading of Monthly Details of Outward Supplies (GSTR1) on GST portal
- Preparation & Uploading of Monthly Details of Inward Supplies (GSTR2) on GST portal
- Preparation & Uploading of Monthly Return (GSTR-3) on GST Portal
- Handling the issues arising out of Mismatch reports generated due to discrepancy in ITC claimed.
- Compilation & Filing of Annual Return
- Compilation & Filing of Reconciliation statements, reconciling the values of supplies declared in the returns furnished for the FY with audited annual Financial Statements.
- Visit the GST/ service tax or any other department and accompany the Consultant of the company for appearing in respect of such proceedings.
- Preparation of information or other data required for any service tax proceedings

IT Skills

- Working knowledge of SAP S4/HANA (PS, MM and FICO modules)
- Advanced Microsoft Excel user (candidates having knowledge of VBA applications, Power Query, BI - Business Intelligence and financial & data modelling would be added advantage), PowerPivot, Scenario Analysis, KPIs and dashboards.
- Excellent spreadsheet skills with working knowledge of Macros.
- Specialist in MS PowerPoint, Data Analytics

Experience			
Qualification	Chartered Accountant	Overall Experience	1 to 3 years
Type of industry	Any Industry	Essential Experience	Experience of working in an international environment will be an added advantage.