

Job Description

POSITION DETAILS			
Functional Designation	Head -Taxation	Department	Finance and Accounts
Sub Department	Taxation	HR Grade	VP
Location	Corporate Office	Reporting Manager	
Job Purpose			
The Lead for Taxation is responsible for overseeing and managing the taxation functions within the organization. This role aims to ensure compliance with tax regulations, optimize tax strategies, and provide expert guidance on tax planning and reporting to support the organization's financial objectives and regulatory requirements.			
Principal Accountabilities			
<ol style="list-style-type: none">1. Tax Planning and Compliance Management:<ol style="list-style-type: none">a. Develop and implement tax planning strategies to minimize tax liabilities.b. Ensure timely and accurate compliance with all applicable indirect tax laws and regulations.c. Monitor changes in tax laws and regulations, and update tax planning strategies and compliance procedures accordingly.2. Audit and Assessment Management:<ol style="list-style-type: none">a. Manage tax audits and assessments by tax authorities and respond to queries and notices in a timely and effective manner.b. Identify and mitigate potential tax risks and exposures.c. Ensure all tax assessments are completed accurately and in a timely manner3. Internal Control and Process Improvement:<ol style="list-style-type: none">a. Develop and implement internal controls to ensure accurate and timely reporting of taxes.b. Identify areas of process improvement to enhance efficiency and accuracy in tax reporting.c. Ensure compliance with internal control policies and procedures related to taxes4. Team Management and Development:<ol style="list-style-type: none">a. Would be handling a team of 3-4 person under him and accordingly he should provide guidance and support to the team to ensure high performance and achieve departmental objectives.b. Proper Checking the work done by the subordinates and ensure their development5. Vendor and Customer Management:<ol style="list-style-type: none">a. Manage tax-related queries from vendors and customers.b. Develop and maintain positive relationships with vendors and other department team members to ensure smooth indirect tax operations6. Others:<ol style="list-style-type: none">a. Handling Old VAT and Service Tax casesb. IT development, System and process improvementsc. Proper co-ordination and liasioning with PAN India Departmental authorities and consultants and			

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may be require to visit various offices PAN India.

Measurable Outcomes

1. Increase in tax savings and reduction in tax liabilities.
2. Timely and accurate filing of all indirect tax returns.
3. Zero or minimal tax penalties and interest (except due to stand taken by the Company)
4. Implementation of internal controls to improve indirect tax reporting efficiency.
5. High team performance and employee satisfaction.
6. Improvement in vendor and customer satisfaction ratings related to indirect tax management.

Desired Profile

1. Educational Qualification: A bachelor's degree in accounting, finance, taxation, or a related field is required. A master's degree or relevant certifications in taxation, such as a Certified Public Accountant (CPA) or Chartered Accountant (CA), is preferred.
2. Experience: 8-10 years of experience in taxation, tax planning, or a related field, with a focus on managing tax functions and providing expert guidance on tax compliance and planning, preferably in the financial services industry.
3. Analytical Abilities: Strong analytical skills to interpret tax regulations, conduct tax analysis, and provide actionable insights and recommendations for tax planning and decision-making.
4. Communication Skills: Excellent communication and interpersonal skills to effectively collaborate with cross-functional teams, external stakeholders, and regulatory authorities on tax-related matters and compliance requirements.
5. Attention to Detail: A keen eye for detail and accuracy in managing tax data, tax filings, and tax analysis reports to ensure compliance with tax regulations and reporting obligations.
6. Leadership Skills: Strong leadership and team management abilities to effectively lead and mentor a team of tax professionals and drive a culture of excellence and tax compliance within the organization.