



A TATA Enterprise

JOB DESCRIPTION

BASIC INFORMATION			
Role Title:	Taxation	Business :	Corporate
Department:	Finance and Accounts	Age:	25 - 35
Grade:	M4/M5	Designation:	Dy. Manager/Manager

Qualifications	
Educational :	CA/ICWA
Professional :	Minimum 4 years of post-qualification experience in Direct and Indirect Taxation

ORGANIZATIONAL RELATIONSHIPS		
Reporting Matrix:	Reporting:	Chief Financial Officer
Roles Reporting to this position:	Direct Reporting:	
	Indirect Reporting:	

ROLE
<p>Direct Tax</p> <ul style="list-style-type: none">Ensuring Direct Tax Compliances which amongst others will primarily include (i) preparing quarterly Advance tax computations (ii) ensuring monthly TDS/ TCS payment and quarterly TDS / TCS Compliances (iii) preparation of 15CA/CB (iv) quarterly workings for tax provisioning, deferred Tax and Effective Tax rate computations and appropriate tax accounting (v) Filing of SFT returns (vi) Tax Returns and other statutory forms.Analysing the requirement of LDC, compiling relevant information and filing for application u/s 197 for obtaining Lower deduction certificates (LDCs).Support in timely handling of statutory audit, tax audit and transfer pricing audits including effective coordination with auditors and finance teams.

- Coordinating with Consultants for Tax Assessments / Appeals by providing relevant details and documents and submission of reply to tax assessment notices and appeals proceedings within the due date.
- Preparing reconciliation of Tax Assets as per books on quarterly basis vs. Tax returns and tax provisioning.

Indirect Tax

- Handling end to end Indirect tax compliances including but not limited to (i) Preparation and filling of monthly GST return (ii) Monthly/Quarterly reconciliation of liability GL with the data reported in GST returns (iii) Preparation of monthly GSTR 2B reconciliation (iv) following up with business team for the non-compliant vendors (v) Preparation and filling of GST annual return in Form GSTR 9 and reconciliation statement in Form GSTR 9C (vi) Reconciliation of TDS credit appearing on GST portal viz-a-viz revenue reported in GST returns.
- Proactively handling and managing the GST audit/assessments in various states.
- Preparation and submission of reply against various notices issued under GST such as ASMT 10, DRC 01A, DRC 01 etc.
- Attending personal hearing and representing before the GST authorities.
- Liaison with the statutory auditors, tax consultants for GST Audits, assessments and appeals on need basis. Further, providing requisite details/documents to the consultants, wherever required.
- Co-ordinating and working closely with business team for resolving issues raised by customer/business team.

MEASURES

- Timely and accurate tax compliance (Direct & Indirect).
- Zero non-compliance penalties or audit observations.
- Timely completion of tax reconciliations and filings.
- Effective coordination during audits and assessments.
- Quality and timeliness of responses to tax authorities and consultants.

ACCOUNTABILITIES

- Ensure full statutory compliance under Direct and Indirect Tax laws.
- Maintain tax accuracy in books and reconciliations.
- Provide effective audit and assessment support.
- Act as a single point of contact for internal and external stakeholders regarding taxation.
- Contribute to automation and process improvement in tax compliance and reporting

SKILLS

Behavioural Skills:

- Strong interpersonal, communication, and coordination abilities.
- Analytical mindset and problem-solving capability.
- High level of integrity and accountability.

- Proactive and collaborative approach.

Functional Skills:

- In-depth knowledge of Direct and Indirect Tax laws.
- Experience in tax audits, assessments, and appeals.
- Expert knowledge of MS Excel and ERP environments.
- Familiarity with GST returns, reconciliations, and reporting requirements.