

Position details:

Job Title: Manager-Assistant Manager

JOB Location- Nariman Point, Mumbai

Reports to: Assistant General Manager - Finance

Education: - CA

Exp: 3-4 years;

JOB DESCRIPTION

- To Handle multi state compliance of all indirect taxes like VAT, CST, PT, etc, Preparing Monthly / Quarterly indirect tax Returns, Liaising with statutory, internal & Tax auditor/tax authorities for Statutory Audit and timely filing of tax returns with various departments.
- To Handle filing of quarterly TDS returns, Annual Income Tax return .
- Handling the Tax notices and timely submission of necessary information for legal authorities.
- Monitor and analyze accounting data and produce financial reports or statements.
- Establish and enforce proper accounting methods, policies and principles, compliance checklist etc.
- Coordinate with Internal Auditors and External auditors for smooth closure of books.
- Should have good working knowledge in MS office.

Industry

Preferably FMCG or Pharmaceutical