

<p><b>Position:</b> Associate Consultant [Taxation &amp; Compliances] <span style="float: right;"><b>Position Code:</b> CON-20</span></p> <p><b>No. of Position: 01 (One)</b></p> <p><b>Duration:</b> The engagement is contractual initially for a period of one year and extendable based on performance and need of Department.</p> <p><b>Fee:</b> The consolidated fee shall be Rs. 75,000/- per month.</p> <p><b>Job Description:</b> Work closely with the Finance &amp; Accounts Department mainly to deal with all matters related to Taxation &amp; Compliances.</p>	
<p><b>Key Responsibilities.</b></p> <ul style="list-style-type: none"> <li>▪ Preparation of UCSOE.</li> <li>▪ Banking, Reconciliation, Fixed Deposits Register.</li> <li>▪ Maintenance of Fixed Asset Register.</li> <li>▪ Taxation matters, deposit of TDS.</li> <li>▪ Filing of TDS return.</li> <li>▪ GST returns</li> <li>▪ Other statutory returns</li> <li>▪ Engaging with Tax consultant</li> <li>▪ Income tax return filing</li> <li>▪ Attending to all matters related to Income Tax Scrutiny, summons etc.</li> <li>▪ Investment in Units / AcE Fund program compliances.</li> <li>▪ Engaging with FDD consultants in regard to financial visits for projects.</li> <li>▪ Analyzing FDD reports, preparation of IFR.</li> <li>▪ Royalty accounting and follow up</li> </ul>	<p><b>Eligibility:</b></p> <p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"> <li>▪ CA / ICWA or</li> <li>▪ B. Com with MBA-Finance / PGDM -Finance from a recognized Institute</li> </ul> <p><b>Experience:</b></p> <p>Between 03 to 10 years, with minimum 03 years of post-qualification experience in Taxation &amp; Compliance.</p> <p><b>Maximum Age:</b></p> <p>45 Years as on closing date of vacancy.</p>