

Key Responsibilities:**GSTR1 & GSTR3B Filings:**

- Timely preparation and submission of GSTR1 and GSTR3B returns.
- Ensure compliance with monthly and quarterly GST returns.

Reconciliation:

- Perform reconciliation of GSTR3B vs. GSTR2B to ensure accurate reporting and timely correction of discrepancies.

GSTN Management:

- Manage applications for GST Network (GSTN) registration.
- Handle amendments, including the addition of additional places of business under existing GSTN.

Annual Returns:

- Ensure timely filing of GSTR-9B and GSTR-9C, complying with statutory deadlines.
- Coordinate with auditors to meet filing requirements.

Credit Note (CN) Issuance:

- Handle the issuance of Credit Notes (CN) in compliance with GST rules and regulations.

Reverse Charge Mechanism (RCM):

- Assess, calculate, and ensure timely payment of Reverse Charge Mechanism (RCM) liability.
- Maintain proper documentation for RCM transactions.

GST Payments:

- Ensure timely and accurate payment of GST liabilities, including interest and penalties (if applicable).

Skills Required:

- Strong understanding of Indirect Tax laws, specifically GST.
- Hands-on experience with GST return filings and reconciliations.
- Ability to manage multiple GST registrations and ensure compliance.
- Familiarity with reverse charge mechanism and annual GST filings.
- Proficiency in tax software and tools.

Additional Responsibilities:

- Stay updated on amendments in GST laws and regulations.
- Work closely with the finance and legal teams to ensure seamless tax operations.

This role requires someone with a keen eye for detail and the ability to navigate complex indirect tax matters while ensuring compliance with the latest regulatory requirements.

Name of Position - Assistant Manager

Eligibility criteria - CMA (First Attempt)

CTC p.a. - 8.75 Lakh Per Annum + (Retention Bonus of ₹ 1.75 lakh post completion of '18 Months' of service and Retention bonus of ₹ 3.25 lakh post competition of subsequent '18 Months'.

Job location - Mumbai

No. of vacancies (tentative) - 2