



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Assistant Manager-Finance

Indian Institute of Management Ahmedabad is looking for a candidate having experience of five to six years in Indirect Taxation (including three years in GST) and also have working knowledge of Direct Taxation. The candidate will carry out all functions under the guidance and supervision of respective Manager/Chief Financial Officer.

Job Description

Income Tax:

- Preparation and Filing of application for claiming of exemption
- Preparation and Filing of application for Lower TDS
- Reviewing of Income Tax Returns
- Providing opinion on matters relating to withholding taxation as applicable for resident and non-resident payments
- Determining applicability and filing of Form 15CA, CB
- Drafting reply for responding to notices issued by Income Tax Department on various matters, attending personal hearings etc.
- Tracking relevant notification, circulars, case laws etc. as applicable to IIMA

Service Tax:

- Co-ordination with consultants for drafting timely and appropriate replies to show cause notices issued by the department
- Filing of appeals
- Attending personal hearings

GST:

- Validation of data for monthly filing of return of GSTR 1, GSTR 3B
- Computation of monthly liability of GST payments after necessary working of input credit reversal etc.
- Guiding staff members across various departments on various aspects in relation to both outward and inward transactions
- Tracking relevant notification, circulars, AAR Rulings, case laws etc. as applicable to IIMA, updating relevant departments as applicable.
- Drafting reply for responding to notices issued by Income Tax Department on various matters, attending personal hearings etc.
- Application for LUT
- Preparing process notes for accounting GST Related transactions in SAP and providing training to concerned team members

Qualification and Experience

- Candidate should be B. Com., Inter (CA) and not pursuing Final CA
- Candidate should have five to six years of experience of handling indirect tax matters (including 3 years in GST)
- Candidate having knowledge of Direct Taxation would be preferred
- Candidate should be well versed using SAP and MS Excel

Age: Max. 35 years

Last date to apply: June 25, 2021

This position will be on **Third Party Payroll**.

To apply, please fill google form on the link - <https://forms.gle/A4t5RVfQcmBJR5AWA> and upload the resume in the google form.