

Position Title:	Sr Executive or AM Finance	Department:	Finance & Accounts
Classification:		Approved by:	

Reporting Relationships	
Position reports to:	Head of Finance
Position supervised by:	Head of Finance

Position Purpose
<p>In addition He/ She will be responsible for accounting and both Direct and Indirect tax compliance. This includes ensuring proper tax compliance through regular review of local tax laws (e.g. regarding GST, erstwhile Excise, Customs, Service tax , VAT , CST and as well as Withholding tax) and close coordination with external tax advisors, End to End finalization of accounts adhering to Indian GAAP and IFRS.</p> <p>Expectation is to be part of the finance team and be a team player.</p>

Essential Functions & Basic Duties
<ul style="list-style-type: none"> • Ensuring Legal or Statutory Compliances of the organization under the Companies' Act. • Preparation of Balance Sheet, P/L along with Notes on accounts of Group Companies etc. • To set up and lead a regular cross-functional compliance committee to ensure highest standards of compliance. • Be an effective liaison with various government departments to gain/provide support and resolve issues. • Handle day to day accounting activities in terms of all statutory and other related transactions • File all tax related returns with respective authorities • To be leading part of accounting functions • Identify, analyze, and prioritize direct and indirect tax issues and opportunities • Implement Compliance process workflow • Transfer pricing assessment, analysis and documentation • Ensure the proper indirect tax reporting of all business transactions • Lead Tax initiatives responses to external environment and regulations • Be an Owner of all local indirect tax compliances for the businesses • Preparation of accounts as per Sch VI requirements • Hands on GST requirements • Establish internal policies, procedures and processes for reporting of taxes, payments of tax liabilities, conduct of tax audits and overall management of tax risks and opportunities • Assist with the global tax team to implement key tax initiatives for maximizing cash flow and minimizing financial statement tax expense while maintaining highest standards of compliance and integrity • Partner with the other functions locally and internationally to drive simplification and automation initiatives • Assist in the support of finance and operational leaders to understand tax implications of transactions • In charge of Finance Director Pack

Deliverables / Performance Measurement	
Deliverables: Statutory compliance	
Ensure updating of statutory records of the company , Filing of Annul Returns and Annual Reports of Upload various forms with the Ministry of Company Affairs takes place as per statute.	
KPIs:	
<ul style="list-style-type: none"> · Tax compliance on time in full at the right quality · Interest, Penalties & Income Tax disallowed amount · Team Moral · Leadership Assessment (LAT) · OTIF Delivery · Internal and External Audit points · Reduction in Exposure value of compliance issues · Number of external detected compliance issues · Reduction of compliance issues · Improvement in Statutory reporting OTIF · Reduction of Interest, Penalties & Income Tax disallowed amount · Reduction of Compliance Consulting costs · Internal audit process OTIF 	

Qualifications	
Education/Certification:	CA
Required Knowledge:	Companies Act, Tax Laws like Direct Taxes, TP, Excise, Customs, Service tax GST and Withholding tax
Experience required:	
Skills/Abilities:	<ul style="list-style-type: none"> · Good typing skills and good PC skills (Excel, Power Point, Word, etc.) · Attentive to detail and accurate. · Proven team leadership and interpersonal abilities · Possesses the confidence and presence to interact at senior management levels · Intent to learn and be part of the team

Intent and Function of Job Descriptions
<p>Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.</p> <p>Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.</p> <p>Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.</p>