

SARASWAT CO-OPERATIVE BANK LTD.,

JOB DESCRIPTION

PARTICULARS	DETAILS
DESIGNATION	Deputy Manager (Marketing & Operations) Experience – Fresher / Minimum 2 years in Accounts profile
DEPARTMENT	Accounts Department
PROFILE	Direct and Indirect Taxation
RESPONSIBILITIES	a. Indirect Tax Profile: • Preparation and filing of various GST returns, assisting in Assessment proceedings, • Compilation of GST audit information. Calculation of Input /output tax Credit determination • Assisting in Appeals and Compliance with provisions of GST Act b. Accounts Profile: • Preparation of financial statements (standalone/ consolidated) as per IGAAP/ IndAS. • Variance analysis and reconciliation of various office accounts c. Direct Tax Profile: • Preparation and filing of income tax returns, assisting in Assessment proceedings, • Compilation of Tax audit information. Calculation of Advance Tax and provision for Tax including deferred tax • Assisting in Appeals and Compliance with provisions of Income tax Act ▪ Any other work, as assigned by superiors and falling within the ambit of grade
CTC Range	Rs.7.50 lac to Rs.9.50 lac (depending on experience)
LOCATION	Prabhadevi, Mumbai