FINANCIAL PROCESS OUTSOURCING (DOMESTIC)- FPO

Job Description:

- Maintain various books of accounts and effect finalization of accounts periodically and prepare year-end financial statements in compliance with accounting standards.
- Monitored and managed project accounting of Project/ reconciliation of inter branch account and group co balances
- Co-ordinating with Statutory Auditors for Limited Review in accordance with the requirement of listing agreements entered by the listed Companies
- Coordination with Statutory and internal auditors, resolving their audit query and finalization of Tax audit report.
- Actively coordinate with the Bank Authorities and prepare Bank Reconciliation Statements for reconciling Cash & Bank balances.
- Ensuring compliances of applicable Accounting Standards
- Keeping track of MIS reports to provide feedback to top management on profitability, budgetary control, credit administration etc and monitoring outstanding Standing statement.
- Prepared monthly MIS for All India including JV's & Subsidiary. Also prepared MIS (BOM) of shipping which gave profitability for every Vertical
- Responsible for Preparation of Debtors Aging on Monthly Basis for Management Reporting.
- Lead efforts in developing CAPEX Budget & compiling it at All India level. As well as preparation of Budgeted Balance Sheet, Cash flow, Ratio Analysis, Budget Presentation.
- Adept at advance tax calculation

GST

Job Description:

- Adhering to clients' GST compliance timelines as per statute (assessments, filing of returns, etc.)
- Provide GST services to a range of clients working closely with multidisciplinary tax teams
- Carrying out comprehensive GST incidence reviews for the clients.
- Carrying out comprehensive GST incidence reviews for the clients.
- Perform GST reviews as part of Internal Audit engagements
- Assist internal and external contacts on GST related queries.
- Coordination with the department for obtaining approvals, registrations, etc.
- Helping with audits or investigation by the tax authorities
- Complete identified number of GST returns on a timely basis.
- Preparation, filing and processing of refunds
- Address all queries raised in respect of GST returns submitted and liaise with line Managers accordingly.
- Assisting in the implementation of recommendations
- Perform GST audits

INTERNAL AUDITS

Job Description:

- Preparation of scope of audit & customized checklist
- Single Point Of Contact for the clients for routine matters
- Taking pro-active decisions to avoid time lag and cost over runs
- Overall monitoring of audit assignments
- Preparation of overall man power plans for existing internal audit engagements.
- Identify root cause and financial impact of audit findings and suggest practical recommendations.
- Preparing and discussing the audit report with (client's) operating staff
- Interact with key personnel of Client/process owners and maintain healthy relationship.
- Effective team utilization
- Ensure closure of audit issues.
- Team monitoring & supervision
- Preparation/ finalization of Audit conclusion & reporting
- Review and finalisation of internal audit programs based on understanding of scope of work and business processes
- Monitor the progress of engagements and initiate corrective actions.

STATUTORY AUDITS

Job Description:

- Knowledge of Accounting & Auditing standards, Companies Act, Income Tax Act, overall knowledge of all commercial laws.
- Knowledge of Statutory & Tax audit of corporate clients(Public & Private companies).
- Knowledge of IFRS preferred.
- MS office Skills.
- To finalize Financial Statements and Auditor’s Report.
- Discussing critical issue with seniors and ensuring proper implementation of decisions taken.
- Review work done by juniors.
- Audit Planning and execution.
- Ensuring compliance with Audit and Assurance Standards and RSM Audit Manual.
- Ensuring compliance with disclosure requirements.
- Working on special assignments like Due Diligence, Limited Review, IFRS, Corporate Governance etc.
- Mentoring/ training/ guiding Juniors.
- Participating in office meetings.
- Keeping up to date knowledge of accounting standards, auditing standards, laws applicable and regulatory requirements.

DIRECT TAXATION & TRANSFER PRICING

Job Description:

- Knowledge of FEMA, Taxation(Direct and Indirect), Laws and procedures for amalgamation/mergers, demergers and acquisition.
- Knowledge of Transfer pricing regulation and assessments.
- Knowledge of assessment proceedings & scrutiny matters
- Knowledge of best practices in the industry
- Knowledge of strategic management and corporate restructuring.
- Knowledge of MS office.
- Ability to use internet for research.
- Preparation of income-tax computation, filling e-file returns etc.
- Preparing reconciliation between assessee's records vis-à-vis communication from tax authorities.
- Analysis of various tax laws/DTAAs/recent updates and case laws
- Attending withholding tax proceedings.
- Assistance in preparing tax circulars and news flashes.
- Preparing & filing corporate tax returns in India.
- Assisting in preparing and filing appeals
- Obtaining various tax registrations.
- Preparing data for scrutiny and assessments.
- Participating in office meetings and presenting a topic.

(A fresh CMA may or may not have exposure to International Taxation and accordingly the responsibilities would change).

CTC Offer will be 6.50 LPA (6+0.50).