

Job Title: Tax Consultant – Indirect Tax

Job Description:

We are seeking a qualified CMA candidates to join our team as a Tax Consultant – Indirect Tax. The ideal candidate will be responsible for ensuring compliance with GST regulations, conducting impact analyses on various construction projects, and coordinating with clients to gather necessary data. Additionally, the candidate will handle tasks such as GST audits, assessment of indirect tax impacts, ROC filings, accounting, and income tax filing.

Job Type: Full-time

Salary: ₹6,50,000 LPA (CTC)

Schedule: Day shift

Location: Patna, Bihar

Qualifications:

- CMA - 1 or 2 Year Working Experience or Very Dynamic Fresher Having Internship Experience.
- Excellent communication skills and computer skills - MS Word and Knowledge of Advance Excel like Pivot, V-Look up, Power BI.
- Strong and Confident Personality with the ability to engage effectively and professionally with government bureaucrats and senior officials.
- Excellent Leadership Skills with the ability to take initiative, solve problems independently, and drive results. At the same time, they should be a collaborative team player.

Responsibilities:

- Ensure compliance with GST regulations and timely filing of GST returns
- Conduct GST impact analyses on various construction projects
- Coordinate with clients to collect required data for tax purposes
- Perform GST audits and assessments of indirect tax impacts
- Handle ROC filings, accounting tasks, and income tax filings
- Prepare reports and presentations using MS Office tools

Employment contract Period:

Initially for a period of 2 years from the date of signing of the employment agreement and further extendable based on satisfactory performance.

Breakup of Salary on a Monthly Basis:

Description	Amount
Fixed Salary (of which 20% is performance component)	6,00,000
Annual Bonus	50,000
Total payout per month	50,000
Total Payout per year (CTC)	6,50,000

Other conditions of Employment contract (Non-Negotiable):

- The selected candidate shall be required to submit the original marksheet of either Class 10 or Class 12 at the time of onboarding. This document shall be retained by the Company for the entire duration of the employment agreement and will be returned to the selected candidate upon the conclusion of the employment agreement with the company.
- The selected candidate shall be required to furnish a security deposit equivalent to one (1) month's gross salary, which will be retained by the Company for the entire duration of the employment. To facilitate this, the Company shall deduct twenty-five percent (25%) of the Employee's monthly salary over a period of four (4) consecutive months, starting from the first salary disbursement. The security deposit shall be refundable, without any interest, upon the conclusion of the employment agreement with the company.

Number of Vacancies (tentative) - 5