Job Description : Manager – Taxation

Experience: 0–2 years
Qualification: CA

Key Responsibilities

- Assist in preparation and filing of income-tax returns, TDS returns and GST returns.
- Prepare tax computations, reconciliations and supporting schedules.
- Assist in tax audits, assessments, scrutiny proceedings and responses to departmental notices.
- Conduct basic tax research and assist in preparing client opinions and advisory notes.
- Assist in GST reconciliations, compliance reviews and related documentation.
- Coordinate with clients to obtain information and supporting documents for tax compliance.
- Ensure timely completion of assignments and maintain proper working papers and records.
- Keep updated on amendments to applicable income-tax and GST laws.

Required Skills

- Basic knowledge of Indian direct and indirect taxation.
- Good analytical, numerical and communication skills.
- Proficiency in MS Excel and adaptability to taxation software.
- Attention to detail, ability to meet deadlines and a positive learning attitude.

Ideal Candidate: A motivated professional looking to build a career in taxation, with a willingness to learn, take ownership of assignments and work effectively in a team environment.

Job Description : Manager- Internal Audit

Position: Manager - Internal Audit
Experience: Fresher / 0–2 years
Qualification: CA

Key Responsibilities

- Assist in conducting internal audits of companies across various industries.
- Perform audit procedures covering financial transactions, internal controls, operational processes and statutory compliance.
- Verify supporting documents, vouchers, invoices, ledgers and other financial records.
- Identify control weaknesses, process gaps and instances of non-compliance.
- Prepare audit working papers, document audit observations and assist in drafting internal audit reports.
- Interact with client personnel to obtain information, explanations and supporting documents.
- Follow up on previous audit observations and monitor implementation of corrective actions.
- Support senior team members in planning audit assignments and completing them within agreed timelines.

Qualifications and Skills

- Basic knowledge of accounting, auditing and internal control concepts.
- Good analytical, documentation and communication skills.
- Working knowledge of MS Excel and MS Office and other accounting soft wares.
- Willingness to travel to client locations as required.

- Eagerness to learn, attention to detail and ability to work effectively in a team.

Ideal Candidate: A motivated and detail-oriented individual seeking to develop expertise in internal audit, risk assessment, internal controls and business process improvement within a professional audit firm.