



VGJ & Co
(Formerly, GYG & Associates)
Chartered Accountant

Job description : Article Assistant

Taxation and CFO Solutions Department

Role Profile	Article Assistant (5 – Taxation and 5 – Audit)
Date	12-07-2024

Role Purpose

Article Assistant in Taxation involves learning tax laws, preparing returns, assisting in audits, conducting research, ensuring compliance, participating in professional development, and collaborating with senior colleagues	Article Assistant in Audit and Assurance support audit teams by conducting field work, verifying transactions, and documenting audit procedures, contributing to accurate financial reporting and compliance.
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Key Role

<ul style="list-style-type: none">• Advise clients on tax and cross-border structuring, including compliance with foreign exchange laws.• Engage in tax planning, compliance and advisory services.• Handle transfer pricing matters including preparation of detailed transfer pricing study, transfer pricing policies and litigations.• Conduct research on tax laws and regulations.• Provide support in tax planning strategies and identify tax-saving opportunities.• Conduct startup due diligence.• Exposure to compliances related to Income Tax, GST, TDS, ROC and performance of audits.	<ul style="list-style-type: none">• Assist in audit fieldwork and data analysis.• Help document audit findings and ensure compliance.• Interact with clients to gather information and discuss findings.• Contribute to audit reports and presentations.• Participate in training for professional development.• Collaborate closely with audit teams to meet objectives and deadlines
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Desired Behaviour

<ul style="list-style-type: none">• Willingness to learn and explore• Commitment• Value of Customer• Communication• Integrity	<ul style="list-style-type: none">• Willingness to learn and explore• Commitment• Ownership• Discipline• Communication• Integrity
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Contact Person

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For VGJ & Co

Mr. Bhargav Peruboina
Sr. Manager - HR