



Zoho Corporation Private Limited

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06 August 2024

To

ICAI Bhawan

122, Mahatma Gandhi Road,

Nungambakkam,

Chennai- 600 034

Dear Sir/Madam,

Zoho Corporation Private Limited is a leading software product company, having its office at Estancia IT Park, Guduvanchery, Chennai.

We are currently looking out for five Semi-qualified chartered accountants & two qualified Chartered Accountant to join our International taxation (Finance) team for the following job profiles:

1. Consultant-Taxation (International - Indirect tax) – 1 vacancy (Semi-Qualified)
2. Consultant-Taxation (India - Direct tax) – 2 vacancies (Semi-Qualified)
3. Consultant-Taxation (International - Direct tax) – 2 vacancies (Semi-Qualified)
4. Executive-Taxation (International – Direct tax) – 2 vacancies (Qualified)

The detailed job description for the above job profile is attached with this letter.

We request you to kindly display the attached job description and profile in the ICAI Notice board and thereby enabling us to find a suitable candidate for the job. Suitable resume can be shared to tax@zohocorp.com.

Thanking you in advance.

For **Zoho Corporation Private Limited**

RAMESH
PAVITHRA

Digitally signed by RAMESH
PAVITHRA
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Authorized signatory



Job Title – Consultant – Taxation – International Indirect Tax

Number of openings: 1

Qualifications required:

- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed) with 2-4 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following:

- Preparation and payment of estimated taxes in the respective jurisdictions
- Handling end to end indirect tax process including compliance, computations, return filings, payments in various countries.
- Creating and implementing tax planning opportunities by collaborating with various functions and teams across Zoho.
- Performing monthly and annual accounting responsibilities, including indirect tax reconciliations, indirect tax-to-turnover reconciliations
- Collaboration with the finance teams on indirect tax and accounting issues impacting the financials.
- Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
- Working on Projects may include e-Invoicing and billing improvements, customs process changes, and tax engine implementations.
- Monitoring indirect tax legislation and determining the effect on Zoho of the proposed regulatory changes

Must have:

- Ability and willingness to learn
- Good Communication skills,
- Good Analytical skills,
- Ability to work as an independent performed and also as a team player
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills
- Pay keen attention to detail

Good to have:

- Basic knowledge/ previous experience in indirect tax matters
- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to **tax@zohocorp.com**; suitable candidates will be scheduled for the interview.

Job Title – Consultant-Taxation-Direct Tax

Number of openings: 2

Qualification required:

- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed)
- B.Com/M.Com/MBA with 1-3 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following Indian direct tax related compliances and reporting requirements by coordinating across other functional teams and also with the external consultants.

- Preparation of TDS & TCS workings and timely remittance of statutory dues on monthly basis.
- Preparation and timely filing of quarterly TDS returns
- Preparation of vendor wise TDS payable reconciliation periodically
- Preparation of vendor master compiling the information required.
- Issuance of TDS certificates where applicable
- Preparation of quarterly advance tax workings
- Assistance in preparation of response to the notices / assessments / audits by tax authorities.
- Undertake a general ledger review on periodic basis
- Coordinate with statutory auditors and other functional teams during statutory audit for tax related requirements
- Understand the business model of the company and review the internal agreements / documents and provide response for tax related queries.
- Keep a tab on the statutory / tax / regulatory filings / reporting timelines and ensure compliance with the same
- Monitor closely the regulatory changes and evaluate the impact on Zoho
- Assistance in preparation and timely filing of corporate income tax return

- Preparation and Timely filing of reports/Information as required under SEZ Act

Skills Required:

- Ability and willingness to learn and take responsibilities
- Ability to communicate clearly with colleagues and clients at all levels.
- Good Analytical skills
- Ability to work as an independent performer and also as a team player
- Ability to prioritise tasks according to the deadlines
- Pay keen attention to detail
- Good knowledge in Income Tax Act
- Practical Experience in Indian tax matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to tax@zohocorp.com; suitable candidates will be scheduled for the interview.

Job Title – Consultant – Taxation – International Direct Tax

Number of openings: 2

Qualifications required:

- Post graduate / Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed) with 0-2 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following:

- Preparation and payment of withholding taxes in the respective jurisdictions
- Handling end to end direct tax process including compliance, computations, return filings, payments in various countries.
- Creating and implementing tax planning opportunities by collaborating with various functions and teams across Zoho.
- Performing monthly and annual accounting responsibilities, including direct tax reconciliations
- Collaboration with the finance teams on direct tax and accounting issues impacting the financials.
- Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
- Working on improvements in accounting process etc.
- Monitoring direct tax legislation and determining the effect on Zoho of the proposed regulatory changes

Must have:

- Ability and willingness to learn
- Good Communication skills,
- Good Analytical skills,
- Ability to work as an independent performer and also as a team player
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills
- Pay keen attention to detail

Good to have:

- Basic knowledge/ previous experience in direct tax matters
- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to **tax@zohocorp.com**; suitable candidates will be scheduled for the interview.

Job Title – Executive-Taxation

Number of openings: 2

Qualifications:

Chartered Accountant with 0-2 years' experience (or an equivalent qualification / experience)

Skills and Competencies:

- High sense of responsibility, initiative, and high-quality work standard.
- Excellent communication and interpersonal skills.
- Strong attention to detail.
- Good Analytical skills
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills

Good to have:

- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Job Summary: Executive – Taxation will be responsible for managing overall direct tax compliance in Middle East / European Union (EU) subsidiaries. The role involves collaborating with internal and external stakeholders to identify and advise on tax issues, supporting the planning and managing of the tax compliance timetable, and ensuring all local direct tax reporting and payment deadlines are met.

Key Responsibilities:

1. Direct Tax Compliance:

- Responsible for direct tax compliance for ME / EU subsidiaries.

- Prepare corporate income tax/estimated tax provisions for ME/EU subsidiary companies.
- Manage withholding tax compliance for ME/EU subsidiaries from both Accounts Payable and Accounts Receivable perspectives.
- Support the planning and management of the tax compliance timetable for the ME/EU region.
- Ensure all local direct tax reporting and payment deadlines are met.
- Assist in the preparation, review, and filing of corporate income tax returns for ME/EU subsidiaries.
- Ensure timely payment of tax liabilities and booking accounting journals for the same.
- Assist in audit inquiries related to tax matters.
- Prepare statutory current and deferred tax provision notes in the local subsidiaries' financials.

2. Legislative knowledge and application

- Stay up-to-date with legislative changes in direct tax laws of respective jurisdictions in ME/EU.
- Stay up-to-date on the business model and transactions to identify and advise on tax issues.
- Respond to various internal stakeholders on their tax related queries.
- Monitor closely the regulatory changes in the respective jurisdictions and evaluate the impact on Zoho's business.
- Collaborate with internal and external stakeholders to identify and advise on tax issues for ME/EU regions.
- Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
- Monitoring direct tax legislation and determining the effect on Zoho of the

proposed regulatory changes.

3. Automation and Process Improvement:

- Develop and implement automation solutions for repetitive tax processes.
- Strive to add value through process simplification and automation.

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