Job Title: Industrial Trainee - Direct & Indirect Taxation

Department: Finance & Taxation
Location: Candidate can choose either Trichy (or) Hyderabad.
Reporting To: Lead - Taxation & Accounts / Tax Manager
Training Period: As per ICAI Industrial Training Guidelines

About the Role
We are seeking a motivated and detail-oriented CA Industrial Trainee to support the Direct and Indirect Taxation functions of the organization. The trainee will gain hands-on exposure to corporate tax compliance, GST, tax assessments, audits, reconciliations, and tax reporting while working closely with the Finance and Taxation team.

Key Responsibilities
Direct Taxation

- Support in preparation and filing of Income Tax Returns (ITR) and related schedules.
- Prepare TDS computations and ensure timely deduction, deposit, and filing of TDS/TCS returns.
- Perform reconciliation of TDS receivable/payable with books of accounts and Form 26AS/TRACES.
- Assist in responding to notices, assessments, and tax authority queries.
- Support preparation of tax workings for statutory audits and tax audits.
- Maintain tax documentation, records, and compliance trackers.

Indirect Taxation (GST)

- Assist in preparation and filing of GST returns (GSTR-1, GSTR-3B and other applicable returns).
- Reconcile GST liability with accounting records and tax filings.
- Conduct periodic reconciliation of GSTR-2B with purchase registers.
- Support GST input tax credit (ITC) review and compliance monitoring.
- Assist in GST audits, departmental assessments, and notice responses.
- Review vendor and customer GST compliance and maintain related records.
- Support preparation of GST workings, refunds, and other tax-related submissions.

Compliance & Reporting

- Maintain compliance calendars and ensure adherence to statutory deadlines.
- Assist in preparation of tax MIS reports and management presentations.
- Support internal and statutory auditors during audit reviews.
- Coordinate with external consultants and tax advisors for compliance matters.
- Work on tax process improvements, automation initiatives, and documentation.

Eligibility

- CA Intermediate qualified and eligible for Industrial Training under ICAI regulations.
- Strong academic performance with interest in taxation and corporate finance.
- Good understanding of Income Tax Act, GST laws, and accounting principles.
- Proficiency in Microsoft Excel, Word, and PowerPoint.
- Knowledge of ERP systems such as SAP, Oracle, Microsoft Dynamics, or similar will be an added advantage.

Desired Skills

- Strong analytical and problem-solving abilities.
- Attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to manage multiple assignments and meet deadlines.
- Proficiency in data analysis and reconciliations.
- Positive attitude and willingness to learn.

About the Company: -

IDFC FIRST Bharat Limited is a **wholly owned subsidiary of IDFC FIRST Bank** and operates as its Business Correspondent (BC).

IDFC FIRST Bharat Limited (IFBL) is dedicated to advancing financial inclusion across India. Serving customers across metro, semi-urban, and rural locations, the Company focuses on extending formal financial services to communities where such access is often limited or unavailable, thereby fostering sustainable economic empowerment.

Operating across 11 states, the Company has dedicated workforce of over 40,000 employees, reinforcing its commitment to responsible lending, customer-centric service, and inclusive growth.

The role is intended to strengthen our tax function across compliance, reporting, and advisory. The detailed Job Description (JD) is enclosed for your reference.

Key details of the position are as below:

- **Position:** Industrial Trainee
- **Organization:** IDFC First Bharat Limited (IFBL)
- **No of Position:** 3
- **Duration:** 12 Months
- **Location:** Candidate can choose either Trichy (or) Hyderabad.
- **Eligibility:** As per the attached JD.
- **Compensation:** Stipend as per the best Industry standards, based on the candidate's experience, qualifications, and expertise

Contact Details: -

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For IDFC First Bharat Limited

Authorized Signatory