

## **JOB DESCRIPTION**

<b>Job Title/ Position</b>	Sr. Manager in Band 2B
<b>Department</b>	Finance & Accounts
<b>Job Location</b>	This will be on hybrid mode, requiring presence in office as per requirement. Preference will be given to candidates from Delhi, Mumbai, Hyderabad, Ahmedabad.
<b>Reporting to</b>	Director-Finance
<b>Qualification</b>	Master's degree in Accounting, Finance, or a related field. Professional certifications (e.g.CA, CMA, CPA, or equivalent) preferred.
<b>Age Group</b>	28 to 40 years
<b>Budget</b>	As per max applicable for Band 2
<b>Experience &amp; requirements</b>	<ol style="list-style-type: none"> <li>1. Proven experience of Handling GST department notices &amp; assessments. Guiding all departments for necessary procedure to be followed to ensure compliances. Periodic review of compliances and reporting to management on quarterly basis for non-compliances.</li> <li>2. In-depth knowledge of GST and other relevant statutory requirements.</li> <li>3. Strong analytical and problem-solving skills with attention to detail.</li> <li>4. Ability to work under pressure and meet strict deadlines.</li> <li>5. Well versed with the nuances of Social Sector Financial Management.</li> <li>6. Exposure to ERP, SAP environment.</li> <li>7. Excellent communication and interpersonal skills to collaborate effectively with internal and external stakeholders.</li> <li>8. Expertise in computer applications like MS Office, Accounting Packages, Compliance Tools, MIS Tools etc.</li> <li>9. Should have experience of handling a small team.</li> </ol>
<b>Role Description</b>	We are seeking a highly skilled and experienced GST Manager to oversee and manage all Goods and Services Tax (GST) matters for the organization. The GST Manager will play a critical role in ensuring compliance with GST regulations, optimizing GST processes, and effectively managing the organization's tax liabilities. Your experience in the development sector will enable you to navigate the unique challenges and requirements of all the Non-profit Entities of Piramal Foundation.
<b>Key Responsibility</b>	<ol style="list-style-type: none"> <li>1. Handling GST department notices &amp; assessments.</li> <li>2. Ensure compliance with all GST laws and regulations.</li> <li>3. Review and file GST returns accurately and in a timely manner.</li> <li>4. Keep updated with the latest GST rules and regulations to adapt the organization's practices accordingly.</li> <li>5. Analyze the impact of GST on the NGO's operations and recommend strategies to maximize tax benefits.</li> <li>6. Maintain accurate and organized records of all GST-related transactions.</li> <li>7. Ensure the organization is well-prepared for GST audits.</li> <li>8. Collaborate with internal departments to provide guidance on GST-related matters.</li> <li>9. Interact with government authorities and tax consultants as needed.</li> <li>10. Train relevant staff members on GST compliance and ensure they have a working knowledge of the GST system.</li> <li>11. Continuously evaluate and improve GST processes to enhance efficiency and accuracy.</li> </ol>