

<b>Position Vacant</b>	<b>Manager/ Senior Manager – Finance &amp; Accounts</b>
Job Description / Responsibilities	<ul style="list-style-type: none"> <li>• Timely filing of GST Returns (GSTR1, GSTR3B, GSTR6 and GSTR7), Timely GST Payments, Manage E-invoicing</li> <li>• Manage preparation of GSTR 9 and 9C</li> <li>• Handling GST/TDS/Accounting related Queries with business Team and other departments within organization.</li> <li>• Handling Tax Audits, Computation of income &amp; taxation, calculation of advance tax</li> <li>• Timely filing of TDS Returns (26Q and 27Q), Timely TDS Payments</li> <li>• Handling finalization of accounts</li> <li>• Handling PNL &amp; BS ledger scrutiny</li> <li>• Reconciliation of all statutory dues liability/credits as per return with books of accounts including 26AS reconciliation.</li> <li>• Handling treasury related activities</li> <li>• Prepare data for Forecasting/ Budgets.</li> <li>• Analysis of financial data to evaluate the performance</li> <li>• Preparing data for management presentation on performance of the company.</li> <li>• Liasoning with internal auditors, statutory auditors and consultants</li> <li>• Tracking of all Direct &amp; Indirect Tax Notices-Timely Replies and providing data to the Consultant.</li> <li>• Ensuring all Assessments, Scrutiny's &amp; hearings are completed within time frame given by the department</li> <li>• Track important legislative changes in Accounting, GST and Income tax, discuss within the team and take proactive required steps.</li> </ul>
Job specific skills	<ul style="list-style-type: none"> <li>• Good Verbal &amp; written Communication skills (English)</li> <li>• Experience contributing to Process Improvement &amp; Team Handling</li> <li>• Knowledge of INDAS/ Accounting Standards, TDS, GST, ICDS</li> <li>• Strong Accounting and finance knowledge</li> <li>• Tally Software &amp; MIS software knowledge</li> <li>• Strong Microsoft Office skills (Excel, Word, PPT)</li> <li>• Good Analytical and problem-solving skills</li> </ul>
Educational Qualification	Chartered Accountant
Experience	4 - 8 years of post-qualification experience
CTC OFFERED	Compensation will not be a limiting factor for the right candidate and will be discussed on a case by case basis.
Location of posting	<p>Mumbai</p> <p>The candidate may be deputed to work with the team(s) with the organization/ parent organization/ any subsidiary of the parent organization if and as deemed necessary.</p>

How to apply	Applications should be submitted on our email <a href="mailto:careers@bobcaps.in">careers@bobcaps.in</a> Please mention <b><u>“Application for the post of Manager/ Sr. Manager – F&amp;A”</u></b> in the subject. Applications with any other subject will not be accepted.
Website	<a href="http://www.bobcaps.in">www.bobcaps.in</a>
Contact Person	Trilby D'monte
Contact No.	022-61389300
Last Date for application by email	27 <sup>th</sup> September 2023