



One of India's leading producers of fertilizers and industrial chemicals,

We are transforming our business through focus on Collaboration beyond boundaries, Relentless Focus on Results, Innovation, and unflinching commitment to deliverables and promises.

We are looking for individuals who enjoy working outside their comfort zone and are ready to accept challenges. We believe in achieving excellence in whatever we do. For this we provide a great degree of support through a combination of best of the systems & processes, employees' capability building and their well-being.

We also place a considerable weightage to individuals who are proactive & self-motivated and have good inter-personal & social skills and have the ability to work in teams.

JOB DESCRIPTION

Designation: Sr Manager Finance & Accounts Function: Finance & Accounts

Location: K1 Taloja, Navi Mumbai Sector: Manufacturing

Purpose of the Job: This role is to minimise GST tax liabilities through proper GSTN application/ Return of GST tax laws and regulations at plant level. Prepare and review tax calculations, estimates and reports accruals. Monthly, Quarterly and Yearly filling of GST returns with in prescribed time limit.

Overview/ Responsibilities: As a Sr Manager Finance & Accounts, you will be expected to:

Key Accountabilities for the position	Major Tasks for the position
Taxation related data towards plant wise / Location wise / GST tax structure wise / Output tax liability / supply data & Stock transfer data working on monthly / Quarterly / Annual basis.	Ensuring the GL data related to Taloja plant with Valuation of tax and rate of tax as per GST Law same duly reconciled with SAP system / financial records. Preparation of Excel working for uploading data in GSTR 1 Return with proper reconcile with Sales Register. Bifurcation of Tax data with HSN Wise / product wise for GST return purpose.
Reconcile transitional and routing Input Tax Credit	Confirm with SAP / Books of account of previous carried forward Input tax credits in proper GL and statutory returns filed under erstwhile taxation laws with GST TRAN - 1 in which the carried forward ITC is transited into your new returns in GST and same check on monthly basis also.

"We believe together we can achieve excellence! "



Reconcile Input tax credit data with GSTR 2A and GSTR 3B VS financial records.	With reconcile financial data with SAP and to ensure that ITC is claimed at right figures and liability has been declared with right values and the same has been carried forward in the GST returns filed properly. If any mismatched found with GSTR 2A VS Books of account connect to purchase department regarding Input tax credit documents and Completion of ENTY In Books of accounts for proper Input tax credit purpose.
Maintenance of Compliance Data and documents properly.	As per GST law records of data and documents keep at least 6 years for any enquiry and investigation in relation to GST law purpose.
Preparation of data for Monthly Return GSTR 1	Checking and confirming of GST outward liability with reconcile data with GL data and if require physically verification of Tax invoice copies and confirming monthly tax liability for submission of GSTR 1 Return on or before 11 th of every month.
Preparation & uploading of data for Monthly Return GSTR 3B	Reconcile details of all outward supplies, as well as details of the inward supplies and prepare data for payment of outward liability including eligible for reverse charge. Confirm total taxable value as per GST Law and same reconcile with SAP data, ISGT, CGST, SGST, and cess of supplies. For exempted nil-rated supplies and non-GST supplies, taxpayers should report the total value.
Preparation & uploading of data for Quarterly Return ITC 04	Collect data and documents from commercial and stores department related to Job work goods (input and capital goods) supply outside plant premises for job work purpose. Tracking of goods return with in GST law prescribed time limit, if not received back than reminder send to stores department and arrange to return before due date.
Monthly Finished goods stocks closing activity	Collect stock related data from respective despatch section. Reconcile received stock data with SAP (MB5B/MB51).



	Resolve discrepancies co-ordination with respective control room / despatch section & forward stock register to MIS team.
<i>Educational Qualifications</i>	<i>Total years of experience</i>
B Com/ MCom	Minimum 8-10 years of experience
<i>Technical /Functional Expertise:</i>	
Updated knowledge of GST tax Law	
Working experience of SAP	
Good knowledge of MS Office, Excel expertise	

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