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| **JOB NARRATIVE**   1. *Job Purpose and Roles and Responsibilities of the Job* 2. *Organisation Structure, Outcomes/Value Add, Financials & Work Relations* |

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| **Basic Details** | |
| Job Title | Sr. Manager – Corporate F & A (GST) |
| Job Grade/ Level |  |
| Function | Corporate Finance & Accounts |
| Business Sector | Corporate Finance |
| Location | Corporate Office |
| Occupied/ Vacant | New |
| Name of the Job Holder (Current, if occupied) | Vacant |
| Date (Last updated) |  |
| Approved by | Mr. Amitabh Bhargava |

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| **Organisation Structure**  *(where does the position stand in the organisation structure of the Business)* | |
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| **Job Purpose:**   * *Summarizes the main points of the job description which may include key responsibilities, functions, and duties* * *Job Purpose is the prime objective for which the Job holder is responsible for. It is directly controlled by the Job holder* * *Should contain 1 - 3 key points* |
| * This role is primary responsible for GST registration in Number of state for Compliances for 7 States of DFPCL along with 1 state of YIL /1 State of PCPL allocated for Statutory Compliance (DFPCL [Gujrat,Tamilnadu, Andhrapradesh, Bihar, Rajasthan, Punjab, Uttarpradesh] , YIL [Maharashtra] , PCPL [ Maharashtra ]) |

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| **Key Accountabilities & Outcomes** | |
| ***Key Accountability*** | ***Major Activities/ Tasks*** |
| * Compliances on (GSTR1) / (GSTR3B) Sales return filing | * Validating the Sales data state wise in SAP ASP before filing. * Whether all Customer Master data (including GST No) are updated * Sales related to SEZ / Unregistered Dealers etc are bifurcated * All Export related Details of port code shipping Bill, BL Invoice etc are present in system. * All Documents having correct HSN Code and tax rate * Prepare State wise reconciliation of the data in SAP ASP with Respective state GL Accounts (related to Sales) * Reconcile the Invoice cancellation/ JV/DN/CN captured properly in the SAP ASP with Sales Register * Prepare reconciliation statement of the SAP ASP and GL tax liability for approval * Coordinate with respective Marketing division for updation of above data for smooth functioning of ASP GSP system |
| * Data and Documents compilation on High Seas Sales Documentation | * Since on High Seas Sales no GST is applicable keep all relevant documents from marketing divisions on record for the purpose of proving the High seas sales transactions * Address and resolve the queries of customers relating to GST credit not appearing / incorrect amount etc escalated by respective marketing departments * Compile the Monthly and cumulative data of GSTR1 (Sales) state wise and Company wise |
| * Compliances on (GSTR2) Purchases Validation in SAP and ASP and GSP | * Scrutinize Credit posted in SAP GL from the point of their eligibility conditions with cross check of Place of supply, supplier's GSTIN, invoice number, financial year, and HSN/SAC Code etc. and escalate one level up for issues to be resolved * Reversal of non eligible credits in system through respective users coordination after clearance from higher authority * Cross Check Import IGST credit based upon bill of entry filed. This needs to be manual upload at GST portal. Coordinating with respective marketing department for getting data timely manner. * GSTR2A to user for its cross check with Purchase register generated through ESS SAP reconciliation state wise with GL * Keep the summary of GST credit reconciled with state wise IGST,CGST,SGST credit as per GSTN portal and as per GL * Compile data for submission for Audit / GST Authorities as and when asked for each state |
| * Procedure for updation of C-Forms received from the Customers, Issuance of Suppliers C forms /E1 forms | * Collection of forms received from the  respective marketing departments(IC/EXPL/FERT)/C form collection agency * After verifying the forms in all respect to get it updated in SAP. * Preparation of the Forms register in excel format with the SAP generated no of updation * Preparation of the forms summary according to the respective division, quarter, period. * Scrutiny of the physical forms with the summary and SAP registers. * Verification of the TIN details of the respective customer with TINSYSX and taking the print out of the same with the form at the time of assessment. * Coordination with Sales tax departments for defect memo's raised * Coordination with respective Tax Consultant office for C forms /E1-E2 forms etc |
| * Tentative GST Liability | * Tentative Tax liability calculation for funds request |
| * Old Tax Regime Assessments | * Compile data for submission for Audit / Previous Tax regime Authorities as and when asked for each state |

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| **Work Relations (Internal and External)** | |
| ***Internal Relations***   * *Main interface of the Job Holder (Working relationships with Key stakeholders/ internal customers* * *Other Job Holders that the Job holder have may to liaise, report or coordinate with* | ***External Relations***   * *Main interface of the Job Holder (Working relationships with Key stakeholders/ external customers* |
| * Corporate Accounts | * Govt. authorities for tax purpose * Internal & External Auditors |

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| **Key Dimensions** | |
| ***Financial Dimensions***   * *List the significant numerical data which will reflect the scope and scale of activities concerning this job such as budget, cost, revenue etc.* | ***People Dimensions***   * *Mention the team size (direct reportees only) the Job Holder would have to manage for the scope of activities concerning to this role* |
| * Approximate 100 cr p.a. |  |

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| **ACHIEVEMENT PROFILE**   * *What are the capabilities required by the Job Holder at this position?* * *Specify Knowledge (technical expertise), experience, skills, behavioural competencies, personality required* * *It depicts candidate profile for making hiring decision and helps incumbent profile for competency mapping* |

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| **Education Qualifications / Background**   * *State minimum qualification required by the Job Holder to work effectively on this position* |
| * CA / MBA in Finance |
| **Relevant and Total Years of Experience**   * *Mention years of experience required for the job* * *Elaborate more of the relevance / type of the job experience required by the role* |
| * 5 to 10 years of experience, having good knowledge on GST * Well versed with SAP - FICO |
| **Technical/Functional Expertise**   * *Stare minimum proficiency required on specific technical or functional skills required for the Job Role* |
| * Good understanding of Accounting Standards. * End use of Knowledge of SAP. * Knowledge of GST /Income Tax rules * Systematic planning and advanced use of excel, word, power point. |
| **Behavioural Competencies *(List only 3- 5 specific behavioural competencies)***   * *State behavioural competencies required to function effectively at this position* |
| * Integrity / Honesty / Sincerity * Good analytical skills. |
| **Personality *(List only 3- 5 specific personality characteristics)***   * *Write personal characteristics/ personality type that is suitable to work at this job level.* |
| * Calculative * Result Oriented * Innovative |