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

|  |
| --- |
| **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 |

|  |
| --- |
| **Organisation Structure** *(where does the position stand in the organisation structure of the Business)* |
|

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | AVP - Finance & Accounts |  |  |  |
|  |  |  |  |  |  |
|  |  |  |   |  |  |  |  |
|  |  |  | Sr. General Manager - F & A |  |  |  |
|  |  |  |  |  |  |
|  |   |   |   |   |   |   |  |
|  |   |  |  |   |  |  |   |
| AGM - Indirect Taxation |  | Sr. Manager - F & A |  | Sr. Manager - F & A  |

 |
| **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 ])
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **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
 |

|  |
| --- |
| **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.
 |  |

|  |
| --- |
| **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*
 |

|  |
| --- |
| **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
 |