



PR/109338 | Executive - Taxation & Audit

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1541981

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 3rd, 2025 00:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Description:
Job Designation: Executive - Taxation & Audit

Job Location: Bidadi, Bangalore

Roles & Responsibilities:

- Prepare and file monthly/quarterly/annual Income Tax returns.
- Manage TDS (Tax Deducted at Source) calculations, payments, and returns.
- Ensure timely deposit of Advance Tax and Self-Assessment Tax.
- Liaise with auditors, tax consultants, and authorities during assessments.
- Assist in tax planning and minimization strategies.
- Timely preparation and filing of GSTR-1, GSTR-3B, GSTR-9, and other applicable returns.
- Reconciliation of GSTR-2A/2B with purchase records.
- Handle Input Tax Credit (ITC) matching and reversals.
- Handle correspondence with Income Tax and GST departments.
- Maintain accurate tax records, audit trails, and supporting documentation.

- Ensure compliance with statutory deadlines and filing requirements.

Qualifications & Skills:

- Bachelor's or Master's degree in Commerce / Finance / Accounting.
- CA Inter / CMA Inter / MBA (Finance) preferred.
- 5–7 years of relevant experience in tax compliance and audits.
- Strong understanding of Indian tax laws (Income Tax, GST).
- Proficient in Tally, Excel, and tax filing platforms (e.g., ClearTax, GSTN portal).

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Company Description