

Role Name	Accounts Executive - Finance & Accounts			
Role Description	Executive			
Role purpose	Assisting in Taxation matters			
Document created by	Meenakshi Sharma			
Responsibilities Heads	KRA (Key Result Areas)		KPI (Key Performance Indicators)	
Direct Tax	Collation of required data/information and assistance in preparation of tax audit report		Due date for submission is 30th Nov of AY, ensure	
	Collating data and assistance in preparation of transfer pricing report/study of AIS		Due date for submission is 30th Nov of AY, ensure preparation of data as per timelines	
	Assistance in drafting of various replies for Income Tax Assessments/Transfer Pricing Assessments and other General Notices		As and when notices are received for hearing by Assessing Officers	
	Filing of various information and documents required for processing of refunds of excess advance tax/TDS under Income Tax of AIS and its subsidiaries		On completion of assessments, refund becomes due, to process and collect refund ASAP after	
Indirect Tax	Arranging data/information required from Corporate office and providing them to tax team at various locations for effective completion of audits.		As and when notices are received	
	Conducting various task group meetings by coordinating with tax teams at locations to ensure effective communication within different locations and sharing and resolving of queries, issues and processes		On regulars intervals/monthly basis as directed by management	
	Following up with the tax team across all locations to ensure that all GST returns and other compliances have been complied with and submit the status of compliances to management		Timelines specified by management	
	Reconciliation of GST credit/liabilities/payments books Vs. Returns		Timelines specified by management	
Accounting	Preparing of MIS of different projects of Asahi India Glass Ltd as per requirement of management		7 days before board meetings	
	Booking of Expense Invoices and other Journal Vouchers in Oracle system as and when required		30th June of subsequent year	
	Assisting in various assignments provided by management from time to time		Timelines specified by management	
REQUIREMENT				
Knowledge	Working knowledge of Accounts		Experience (Number of years)	2-4 years
	Basic knowledge of Direct Tax/TDS/GST			
	Excellent communication and interpersonal skills			
	Working knowledge of Oracle, MS Office			
INTERACTION				