

# We Are **Hiring**



- **Position : Accounts Executive**
- **Experience : 0 to 3 years**
- **Qualification : CA Inter**
- **CTC : Maximum 7 Lakhs**
- **Contact :**

**Ms. Sujatha – Asst Manager HR**

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**Gestamp Automotive Chennai Private Limited**

**Located in Sriperumbudur**

**Auto Metal Components Manufacture  
(Sheet Metal)**

**[www.gestamp.com](http://www.gestamp.com)**



**VACANCY**



JD For Member Finance – Direct Tax, Indirect Tax, Accounts receivable and Audit

Education:

- CA/CMA/CS Inter (Preferred)
- B.Com / M.Com

Years of experience:

- CA/CMA/CS Inter – 3 to 5 years (Preferred)
- B.Com/M.Com- 4 to 7 years

Preferred Industry:

Automotive / any other manufacturing industry with plant experience

Software Knowledge:

SAP Knowledge is must



## Work Experience:

- Handling compliance aspect of TDS such as verification of proper TDS deduction, making monthly TDS payment, filing quarterly TDS return and making rectification and correction if any in the TDS return
- Preparation of income tax return for company with the preparation of schedule and annexure to the tax return
- Knowledge in transfer pricing and Income tax return related to international transaction
- Co-ordinate with the income tax auditor and provide the sufficient data and information for filing of income tax return well within timeline.
- Prepare the data and information to be provided for income tax assessments to the consultant and appear for hearing.
- Handling GST aspect such as preparation of GSTR-1, Reconciling input credit and filing GSTR-3B and making monthly GST payment within due date.
- Follow up with supplier for timely filing of GST return to have Zero input credit loss
- Filing of annual GST return within due date
- Attend GST audit from department and GST assessment if any
- To work with consultant for any pending VAT or sales tax assessments
- Guide to AP and GL team to have proper compliance on TDS, GST and income tax aspect.
- Handling of complete audit activities Internal Audit, Statutory Audit and Group Audit
- Preparation of financial statement, cashflow, its related annexures and disclosures
- Taking care Asset audit and Stock audit on periodic basis
- To take care the accounts receivable activities such as customer ageing, followup with commercial team for collection of AR balance within due date and clearing of payment receipt against invoices, Reconciling customer balance, etc.