



Zoho Corporation Private Limited

Registered Office: Plot 140, 151, Estancia IT Park,
Vallancheri, Chengalpattu District, Tamilnadu, 603 202.
Ph: +91- 44 - 6965 6070
www.zohocorp.com

20 September 2023

To

ICAI Bhawan

122, Mahatma Gandhi Road,

Nungambakkam,

Chennai- 600 034

Dear Sir/Madam,

Zoho Corporation Private Limited is a leading software product company, having its office at Estancia IT Park, Guduvanchery, Chennai.

We are currently looking out for Semi qualified and Qualified Chartered Accountants to join our International taxation (Finance) team for the following job profiles:

1. Consultant-Taxation
2. Executive-Taxation (Direct Tax)
3. Executive-Taxation (Indirect Tax)

The detailed job description for the above job profiles are attached with this letter.

We request you to kindly display the attached job description and profile in the ICAI Notice board and thereby enabling us to find a suitable candidate for the job. Suitable resume can be shared to pavithra.ramesh@zohocorp.com.

Thanking you in advance.

For **Zoho Corporation Private Limited**

Authorized signatory





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Job Title - Consultant-Taxation

Number of openings: 1

Qualification required:

- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed)
- B.Com/M.Com/MBA with 1-3 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following Indian direct tax related compliances and reporting requirements by coordinating across other functional teams and also with the external consultants.

- Preparation of TDS & TCS workings and timely remittance of statutory dues on monthly basis.
- Preparation and timely filing of quarterly TDS returns
- Preparation of vendor wise TDS payable reconciliation periodically
- Preparation of vendor master compiling the information required.
- Issuance of TDS certificates where applicable
- Preparation of quarterly advance tax workings
- Assistance in preparation of response to the notices / assessments / audits by tax authorities.
- Undertake a general ledger review on periodic basis
- Coordinate with statutory auditors and other functional teams during statutory audit for tax related requirements
- Understand the business model of the company and review the internal agreements / documents and provide response for tax related queries.
- Keep a tab on the statutory / tax / regulatory filings / reporting timelines and ensure compliance with the same
- Monitor closely the regulatory changes and evaluate the impact on Zoho
- Assistance in preparation and timely filing of corporate income tax return
- Preparation and timely filing of reports/ information as required under the SEZ Act

Skills Required:

- Ability and willingness to learn and take responsibilities
- Ability to communicate clearly with colleagues and clients at all levels.
- Good Analytical skills
- Ability to work as an independent performer and also as a team player
- Ability to prioritise tasks according to the deadlines
- Pay keen attention to detail
- Good knowledge in Income Tax Act
- Practical Experience in Indian tax matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to pavithra.ramesh@zohocorp.com; suitable candidates will be scheduled for the interview.



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Job Title - Executive-Taxation

Number of openings: 3

Qualifications:

Chartered Accountant with 1-3 years' experience (or an equivalent qualification / experience)

Job description:

This job profile requires the candidate to independently manage the following Direct tax related compliance and reporting requirements by coordinating across other functional teams and with the external consultants (where applicable) - for a few countries in Europe, Middle East and Africa

- Preparation and timely remittance of estimated taxes in the respective jurisdictions
- Preparation and filing of the corporate income tax returns for the entities in the respective jurisdictions
- Withholding tax deduction and remittances and timely filing of returns
- Issuance of withholding tax certificates where applicable
- Coordinate with the statutory auditors in relation to tax matters for finalising the audited financial statements of the respective entity.
- Preparation / assistance in responding to the notices / handling assessments / audits by tax authorities in the respective jurisdictions
- Assist in preparation and filing of Transfer pricing compliance and documentation
- Liaise / coordinate with the respective local tax authorities to obtain certificates / documents where applicable
- Understand the Zoho business model and review the internal agreements / documents and respond to various internal stakeholders on their tax related queries.
- Keep a tab on the statutory / tax / regulatory filings / reporting timelines and ensure compliance with the same
- Monitor closely the regulatory changes in the respective jurisdictions and evaluate the impact on Zoho

Must have:

- Ability and willingness to learn
- Good Communication skills,
- Good Analytical skills,
- Ability to work as a independent performed and also as a team player
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills
- Pay keen attention to detail

Good to have:

- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to **pavithra.ramesh@zohocorp.com**, suitable candidates will be scheduled for the interview.



Job Title - Executive- Taxation

Number of openings: 1

Qualifications required:

- Qualified Chartered Accountant with 0-2 years' experience (or an equivalent qualification / experience)
- Semi-Qualified Chartered Accountant (Intermediate both groups/ Final one group completed and articles completed) with 2-4 years' experience in taxation

Job description:

This job profile requires the candidate to independently manage the following:

- Preparation and payment of estimated taxes in the respective jurisdictions
- Handling end to end indirect tax process including compliance, computations, return filings, payments in various countries.
- Creating and implementing tax planning opportunities by collaborating with various functions and teams across Zoho.
- Performing monthly and annual accounting responsibilities, including indirect tax reconciliations, indirect tax-to-turnover reconciliations
- Collaboration with the finance teams on indirect tax and accounting issues impacting the financials.
- Researching tax laws, regulations, and case law to resolve complex tax issues and disputes.
- Working on Projects may include e-Invoicing and billing improvements, customs process changes, and tax engine implementations.
- Monitoring indirect tax legislation and determining the effect on Zoho of the proposed regulatory changes

Must have:

- Ability and willingness to learn
- Good Communication skills,
- Good Analytical skills,
- Ability to work as an independent performer and also as a team player
- Adaptability to work with multiple stakeholders - internal and external
- Time Management skills
- Pay keen attention to detail

Good to have:

- Basic knowledge/ previous experience in indirect tax matters
- Basic knowledge/ previous experience in international taxation matters
- Applied knowledge in MS office

Interested candidates can apply for this job by sharing their resume to pavithra.ramesh@zohocorp.com; suitable candidates will be scheduled for the interview.