**Job Title:** Assistant Manager

**Location:** Kolkata

**Job Type:** Full-Time

**Key Responsibilities:**

1. **Drafting Replies and Filing Appeals:**
   * Draft replies to various notices, queries, and correspondences issued by GST Department.
   * Strategize the stance that the client should take based on the strength of their case
   * Drafting of appeals for submission before the appellate authorities
2. **Litigation and Representation:**
   * Represent the clients before departmental authorities for GST-related matters.
   * Prepare documentation and support required for appeals, assessments, or departmental inquiries.
3. **Monthly and Annual GST Reviews:**
   * Review GST monthly returns (GSTR-1, GSTR-3B, etc.) prepared by associates to ensure accuracy and compliance.
   * Perform detailed checks of GST reconciliations prepared by associates to identify and address mismatches or anomalies.
4. **Annual Return and Reconciliation Statement:**
   * Conduct an in-depth review of GST Annual Returns (GSTR-9) and Reconciliation Statements (GSTR-9C).
   * Coordinate with clients to resolve issues in annual filings.
5. **GST Refunds:**
   * Prepare and apply for GST refunds, ensuring proper documentation and compliance with procedural requirements.
   * Engage with GST authorities to address and resolve refund-related queries.
6. **Regulatory Updates and Reporting:**
   * Stay updated on GST rules, notifications, and amendments to ensure compliance.
   * Prepare periodic reports to management on GST compliance status and significant issues.

**Qualifications:**

* **Educational Background:** Qualified CA
* **Experience:** Minimum 3 years of hands-on experience in GST drafting, litigation, and compliance.
* **Skills Required:**
  + Strong knowledge of GST laws and regulations.
  + Excellent drafting and communication skills.
  + Analytical mindset for reconciliations and return filings.
  + Proficiency in GST software and portals.
  + Experience with departmental representation and handling audits.

**Why Join Us?**

* Collaborative team culture with continuous learning opportunities.
* Opportunity to work in a dynamic and compliance-oriented environment.
* Exposure to diverse GST matters and cases.