



# Birla Institute of Technology & Science, Pilani

Pilani Campus (An Institution of Eminence)

## JOB DESCRIPTION

<b>About BITS, Pilani</b>	<b>Birla Institute of Technology &amp; Science, Pilani</b> has been declared as an "Institution of Eminence Deemed to be University" by the Central Government of India in exercise of the power conferred under <b>Section 3</b> of the <b>UGC Act 1956</b> and is a renowned science and technology institute with Its headquarter located in Pilani, Rajasthan, India. In addition to Pilani, BITS Pilani has campuses in Dubai, Goa, Hyderabad and Mumbai.
<b>Industry/Service</b>	Higher Education
<b>Post/Job Title</b>	<b>Sr. Manager / Manager - Taxation</b>
<b>Job Type</b>	On Consolidated Pay
<b>Reporting to</b>	Chief Financial Officer – BITS Pilani
<b>Will also work very closely with</b>	Head - Accounts and Finance of all BITS Pilani campuses
<b>No. of position</b>	<b>One</b>
<b>Location</b>	<b>Mumbai / Jaipur</b>
<b>Principal Accountabilities &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>• Ensure tax compliance by reviewing Direct and Indirect tax transactions, Payments, Returns, and Assessments for BITS Society and other entities in the BITS Ecosystem.</li><li>• Working with finance and other cross-functional teams like PIED Society, Alumni cell to prepare, implement and improve end-to-end tax processes and procedures to mitigate risks.</li><li>• Shall provide expert advice / arrange inputs for all tax related queries of respective campuses to ensure proper compliance.</li><li>• Lead all types of audits like Tax Audits, GST Audit and contribute to other statutory and internal audits.</li><li>• Ensure monthly MIS for all compliances at University Levels with close coordination.</li></ul>
<b>Qualification and Experience</b>	<ul style="list-style-type: none"><li>• Hands on experience and conceptual knowledge of Income Tax matters including TDS, FCRA, GST, Labour Cess, direct and indirect tax laws and judgements especially relating to Trust, Societies and higher education sector.</li><li>• Should have relevant experience in income tax assessments and return filing and handling returns and clearing of o/s demands from TRACES.</li><li>• <b>CA with at least 5 years of post-qualification experience</b> in handling Direct and Indirect Taxation of Trust, Societies, preferably from higher education sector.</li><li>• Excellent IT Skills and should be well versed in Direct and Indirect Taxation.</li><li>• Relevant experience in income tax assessments and return filing.</li></ul>
<b>Other Skill Required</b>	<ul style="list-style-type: none"><li>• Effective Communication &amp; Interpersonal Skills with the ability to build liaison with various tax authorities.</li><li>• Team Player, Ability to work under own initiative with Result Oriented approach</li><li>• Excellent working knowledge of Indian Taxation and upcoming taxation rules and judgement affecting the University.</li></ul>
<b>Remuneration</b>	Suitable candidate will be placed based on experience & expertise and other benefits as per Institute Norms.

