

Position	:	Chartered Accountant
Number of Posts	:	01
Location	:	STPI HQ, New Delhi
Contract Duration	:	Initially for 01 Years and further extendable based on satisfactory performance
Remuneration	:	Rs.80,000 to ₹1,00,000 (based on suitability, qualifications & experience)
Qualification & Experience:		Chartered Accountant with 5 years experience preferably with additional qualification of Company Secretary

Roles and responsibilities ()

- Coordinating with Directorates, centres and Preparing periodically consolidated Balance Sheet, Profit & Loss and Cash Flow Statement.
- Oversee bookkeeping, journal entries, and ledger scrutiny to ensure accuracy and completeness.
- Understanding and applying exemption clauses and application of income tax rules.
- Calculating and Filing Income Tax Return for Trust, Pvt Ltd Co.
- Preparation of Fixed asset register
- Assist in income tax computations, attending and making follow-up for getting completed various assessments, and preparation of supporting documents.
- Complying TDS and GST registration, monthly/quarterly returns of GST and TDS on GST, exemptions under charitable activities.
- Liaison with Statutory, Internal and Tax Auditor, CAG and other government agencies.
- Establishing internal control mechanisms for cash flow, asset management, and other financial controls, etc.
- Well versed in Tally Software and draft letters, drafting note in e-office.
- DOT Compliances - Payment and Return Filing.
- Ensuring periodically completion of Internal Audits and co-ordinating with respective Directorates along with Internal Auditors.
- Regular compliance of Section 8 company limited by guarantee - Board meetings, Preparation of minutes, Board resolutions , Maintaining statutory registers, Drafting Shareholders agreements, Filing MGT-7, AOC-4, DIR-12, etc.
- Ensuring and reviewing various compliances under companies act and other applicable laws before and after Seed Funding and Other Funding made in startup under various projects including seed fund/ grants/investments and keeping necessary records.

Computer Proficiency

- MS Office, Tally