

Western Engineering (Pvt.) Ltd.

Position: Officer/Senior Officer (Vat & Tax)

Vacancy: 02

Employment Status: Full-time

Job Location: Head office

Job Responsibilities:

- Ensuring periodic review of VAT related transactions, proper documents and process for further necessities.
- Preparation of challan - 6.3
- Preparation of monthly returns -9.1
- Coefficient Declaration - 4.3
- Tax Deduction Certificate at Source - 6.6
- David Note and Credit Note Issue - 6.7 and 6.8
- Should have sound knowledge and experience on VAT Appeal.
- Keep the management up to date with all relevant changes in VAT regulations.
- Ensure proper preparation and submission of VAT returns on paper / by online.
- Auditing of VAT books of records.
- Ensure proper documentation, control, and maintain necessary records with respect to Income Tax related issues, TDS, VDS, VAT & AIT.
- Engage with the VAT authority for submission.
- Hands on experience on SAP software.
- To monitor monthly TDS/VDS deduction from the applicable heads of accounts and deposit to the Govt.
- Ensuring timely and proper issuance of Credit and Debit Notes when required.
- Monitoring Input and Output VAT recording and related challan preservation.
- Fulfilling other responsibilities as per management requirements.

Educational Requirements:

- Bachelor of Commerce (BCom) in Accounting, Master of Commerce (MCom) in Accounting from any reputed public/private university with good academic results.

Skilled Required: Accounting Software, Accounts, Microsoft Excel, VAT

Experience Requirements:

- At least 4 year(s)
- The applicants should have experience in the following business area(s):
- Trading or Export/Import

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Additional Requirements:

- At least 4 years of experience in related field like accounts/finance, out of which at least 3 years dealing with Tax, VAT and other regulatory authorities on a daily basis.
- Sound knowledge of finance and accounts of multiple industries.
- In-depth knowledge of Value Added Tax act and rules as well as the income tax ordinance and rules.
- Understanding of Customs act 1969 and Supplementary duty act 2012.
- Experience on representing the company in legal proceedings of tax/VAT issues.
- Excellent communication and interpersonal skills and maintain a sound relationship with different regulatory authorities and its concerned personnel.
- Proactive to provide any suggestion to management regarding regulatory issues.

Salary : Negotiable

Compensation & other benefits:

- Mobile bill
- Lunch Facilities: Full Subsidize
- Salary Review: Yearly
- Festival Bonus: 3 (Yearly)

**** Apply Instruction ****

Interested candidates please apply Online: <https://westernengineeringbd.com/apply>

You may send a hard copy at:

Western Engineering (Pvt.) Ltd.

TCB Bhaban (10th Floor), 1-Karwan Bazar, Dhaka-1215, Ph: +8802-9116270.

Applicant must enclose his CV with latest photograph and copies of all academic certificates.

Application Deadline: 10 February, 2023

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