

GST Specialist

Description

Are you highly skilled in GST and looking to apply your expertise in a dynamic work environment? FinTax24 is hiring a **GST Specialist** to handle end-to-end GST compliance, filings, and advisory services. If you're passionate about indirect taxation and want to work in a role that offers real responsibility and career growth, this is your opportunity.

As a GST Specialist, you will play a key role in ensuring timely GST return filing, managing input tax credits, handling GST audits, and advising clients on GST compliance. This role is ideal for professionals who are detail-oriented, up-to-date with Indian tax laws, and ready to work directly with clients and senior finance professionals.

Responsibilities

- Prepare and file monthly, quarterly, and annual GST returns (GSTR-1, GSTR-3B, GSTR-9, etc.).
- Handle GST registration, amendments, and cancellation procedures.
- Reconcile GSTR-2A/2B with books of accounts and manage ITC claims.
- Assist with GST audits, notices, and departmental queries.
- Advise clients on GST compliance, invoicing, and e-way bill generation.
- Maintain proper records of GST filings and related documentation.
- Update the team on GST law amendments and compliance deadlines.
- Coordinate with the accounts team for data collection and accuracy.
- Ensure error-free filings and adherence to regulatory timelines.
- Work on GST software platforms like ClearTax, Tally, Zoho Books, etc.

Qualifications

- B.Com / M.Com / MBA (Finance) with a focus on taxation.
- 1-2 years of experience in GST return filing and compliance preferred.
- Strong knowledge of Indian GST laws and filing procedures.
- Proficient in Excel and GST software tools like Tally or Zoho.
- Freshers with strong GST training and confidence may also apply.
- Attention to detail, accuracy, and problem-solving skills.
- Good communication and client interaction abilities.
- Ability to manage multiple tasks and meet strict deadlines.

Job Benefits

- **Real-World Exposure:** Work with a variety of clients across industries.
- **Mentorship:** Learn from experienced Chartered Accountants and GST professionals.
- **Skill Development:** Hands-on work with GST filings, audits, and advisory.
- **Certification:** Letter of Experience provided for professional records.
- **Career Growth:** Opportunity for full-time placement based on performance.
- **Work Culture:** Supportive and growth-focused team environment.

Hiring organization

FinTax24

Employment Type

Full-time, Intern

Beginning of employment

Immediate or within 1 week of selection

Duration of employment

12 Months*

Industry

Accounting And Taxation

Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Palitana, Gujarat, India

Working Hours

09:00AM To 07:30PM (Monday to Saturday)

Date posted

October 18, 2025

Valid through

31.12.2025