

Income Tax Specialist

Description

Are you passionate about tax laws and helping people or businesses stay compliant with income tax regulations? FinTax24 is hiring a skilled **Income Tax Specialist** to join our dynamic finance team. If you have expertise in ITR filing, TDS, tax planning, and compliance with Indian income tax laws, this role is perfect for you.

As an **Income Tax Specialist**, you will handle end-to-end income tax filing, advisory, and compliance tasks for individuals and businesses. This is an excellent opportunity for professionals looking to advance their career in taxation with real-world client exposure and growth prospects.

Responsibilities

- Prepare and file Income Tax Returns (ITR) for individuals, firms, and companies.
- Review and manage TDS returns and assist clients with TDS reconciliation.
- Handle tax planning and advisory for clients across various sectors.
- Assist with tax audits, respond to income tax notices, and represent clients before authorities.
- Maintain accurate records of tax payments, filings, and client documentation.
- Stay updated with changes in Income Tax laws, deadlines, and budgetary updates.
- Prepare financial reports and tax summaries for internal and client use.
- Use tools like Tally, Excel, and income tax portals for daily tasks.
- Coordinate with internal teams for seamless financial and tax operations.

Qualifications

- B.Com / M.Com / MBA (Finance) or equivalent qualification.
- Minimum 1 year of experience in Income Tax filing and compliance preferred.
- Good understanding of Indian Income Tax laws, TDS provisions, and audit processes.
- Proficiency in tools like Excel, Tally, and government tax portals.
- Strong attention to detail, analytical skills, and ability to manage multiple deadlines.
- Excellent communication skills for client interaction and documentation.
- Freshers with strong taxation knowledge and internship experience may also apply.

Job Benefits

- **Practical Exposure:** Gain hands-on experience with ITR, TDS, and tax planning.
- **Professional Growth:** Work alongside experienced tax consultants and Chartered Accountants.
- **Certification:** Receive a Certificate of Employment and Letter of

Hiring organization

FinTax24

Employment Type

Full-time, Intern

Beginning of employment

Immediate / 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

Recommendation.

- **Learning Support:** Access to tools like Tally, Zoho Books, and Excel for professional use.
- **Career Progression:** Potential for full-time placement based on performance.