

Tax Preparer (GST)

Description

Are you detail-oriented and passionate about Indian tax compliance? Join **FinTax24** as a **Tax Preparer (GST)** and become part of a dynamic team dedicated to simplifying GST returns, tax filings, and business compliance for clients across sectors.

This role is perfect for candidates who want hands-on experience in **Goods and Services Tax (GST) filings**, **TDS compliance**, and **income tax returns (ITR)**. Whether you are a fresher or someone with basic tax knowledge, we will help you grow with practical exposure, mentorship, and tools used by industry professionals.

If you're searching for **tax preparer jobs**, **GST job opportunities**, or a **finance role in taxation**, this is your chance to kickstart or upgrade your career with real-world learning.

Responsibilities

- Prepare and file **GST returns (GSTR-1, GSTR-3B, etc.)** for clients on a monthly/quarterly basis.
- Handle **TDS filings**, payment reconciliations, and compliance with deadlines.
- Assist in **Income Tax Return (ITR) preparation** for individuals and businesses.
- Communicate with clients for data collection, documentation, and status updates.
- Maintain organized records of invoices, financial data, and GST workings.
- Stay updated with latest changes in **GST laws, rates**, and compliance timelines.
- Draft simple tax notices, responses, and summaries with supervision.
- Work with software like **Tally, Zoho Books, Excel**, and government portals (GSTN, TRACES, etc.).

Qualifications

- **B.Com / M.Com / MBA (Finance)** or equivalent qualifications.
- Freshers with basic understanding of GST or taxation are welcome.
- Familiarity with GST concepts, TDS, ITR filing is a **plus but not mandatory**.
- Proficiency in **Excel** and ability to learn new software/tools.
- Good communication skills and attention to detail.
- Ability to manage time efficiently and work under deadlines.

Job Benefits

- **Real-Time Experience** in GST return filing, TDS, and ITR preparation.
- Work alongside **Chartered Accountants** and **Tax Experts** for guidance.
- Learn to use **Tally, Zoho Books, Excel**, and online portals for compliance.
- **Certification of Completion** and **Letter of Recommendation** provided.

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

- Potential for **Full-Time Employment** based on performance.
- Boost your resume with **recognized finance and tax experience**.