

Tax Preparer (Income Tax)

Description

Are you passionate about taxation and finance? Do you want hands-on experience in filing income tax returns and understanding India's tax system? FinTax24 is looking for **freshers and motivated individuals** to join us as **Tax Preparers (Income Tax)** for a real-world learning opportunity.

As a **Tax Preparer**, you will work alongside experienced tax professionals, learning how to prepare and file Income Tax Returns (ITR), assist clients with tax planning, and understand compliance with Indian tax regulations. This position is ideal for **students, fresh graduates**, or anyone interested in building a strong foundation in **Income Tax preparation**.

Responsibilities

- Assist in **preparation and filing of Income Tax Returns (ITR)** for individuals and small businesses.
- Help in gathering client information, validating documents, and data entry.
- Support senior team members in **tax calculation, deductions, and rebate assessments**.
- Maintain organized records of tax documents, client files, and communication logs.
- Conduct basic research on **Income Tax laws**, latest amendments, and deadlines.
- Assist with **notices, refunds follow-up, and e-verification** support.
- Learn and use tax software like **ClearTax, Winman, and Excel** effectively.
- Ensure **confidentiality and accuracy** in all tax-related tasks.

Qualifications

- Education: B.Com / M.Com / MBA (Finance) or similar.
- Freshers or students seeking a career in **income tax and finance** are encouraged to apply.
- Basic understanding of **Income Tax rules, deductions (like 80C), TDS** is a plus (not mandatory).
- Proficient in **MS Excel**, with attention to detail and strong analytical skills.
- Good communication skills and willingness to learn tax software.
- Ability to follow guidelines and meet deadlines under supervision.

Job Benefits

- **Practical Learning:** Work directly on **real ITR filings** and income tax compliance.
- **Mentorship:** Learn from **qualified Chartered Accountants** and tax experts.
- **Certification:** Receive an **Internship Certificate** and **Letter of Recommendation** upon completion.
- **Software Training:** Exposure to tax tools like **ClearTax, Excel, and Winman**.

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, Bhavnagar, Gujarat, India

Working Hours

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

Date posted

October 18, 2025

Valid through

31.12.2025

- **Career Growth:** High-performing interns may be offered **full-time positions**.