

ROLE DESCRIPTION:  
**INDIRECT TAX- ACCOUNTANT**

**WHAT YOU DO**

**WHO YOU ARE**

**HOW YOU DO IT**

<p>Responsible for monthly and annual GST compliances.</p> <p>Communicate and liase with external consultants for GST compliances.</p> <p>Assisting in preparing replies of notices to tax authorities</p>	<p><b>Personality</b>          Self- confident and self-driven to accomplish desired responsibilities</p> <p>Curious, innovative, and forward thinking</p> <p>Self-reflective and empathetic</p> <p><b>Professional skills</b>          Relevant experience from previous roles in GST compliances</p> <p>High analytical capability</p> <p>Great communication and team collaboration skills</p>	<p>By acting in line with our values, having the right mindset and (if applicable) leadership you contribute to H&amp;M’s business success.</p> <p>No matter what your role may be at H&amp;M – WHAT you do is as important as HOW you do it.</p>
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# WHAT YOU DO

## Your responsibilities

<b>GST compliances</b>	<ul style="list-style-type: none"><li>● Responsible for extracting data required for compliances, verifying the data with books of accounts and sharing the same with tax consultants</li><li>● Responsible for reviewing returns finalized by tax consultants</li><li>● Co-ordinating with tax consultants for filing monthly and annual GST returns</li><li>● Prepare vendor reconciliation and follow up with respective business stake holders for mis match in input GST credit reported by vendors</li><li>● Prepare sales reconciliation and input tax credit reconciliation on a monthly basis</li><li>● Assisting in tax related accounting entries</li><li>● Assisting in statutory and tax audit</li></ul>
<b>Reply to notices</b>	<ul style="list-style-type: none"><li>● Collating and preparing information required to be submitted to tax authorities</li><li>● Liaising with external consultants and assisting in preparing replies to notices</li><li>● Ensuring submission of replies in a timely manner</li></ul>
<b>Projects</b>	<ul style="list-style-type: none"><li>● Keep a track of the changes happening in GST and assessing the impact on the Company</li><li>● Providing GST related inputs in the new projects implemented in the Company</li></ul>

# WHO YOU ARE

## Your knowledge

Knowledge = education, skills, experience

<b>Education</b>	<ul style="list-style-type: none"><li>● Accountant with 8-9 years of experience in field of Indirect taxes</li></ul>
<b>Skills</b> <i>list the most important skills needed to perform the job. Skill is defined as ability to use knowledge in execution and performance. Skills can, but don't have to be related to formal education, eg. accounting skills, digital marketing, stakeholder management, communication skills.</i>	<ul style="list-style-type: none"><li>● Strong analytical ability</li><li>● Great communication and team collaboration skills</li><li>● Fluent in English, both written and spoken</li><li>● Goal Driven</li><li>● Open minded and willing to learn</li><li>● Being customer centric</li></ul>
<b>Experience</b> <i>list relevant previous work related (and private if applicable) experience that could be beneficial for the role</i>	<ul style="list-style-type: none"><li>● Relevant experience from previous roles in the GST compliances</li><li>● Experienced in MS Teams, SharePoint, Excel</li></ul>
<b>Personal Characteristics</b> How you lead and what drives you	<ul style="list-style-type: none"><li>● FLEXIBLE<ul style="list-style-type: none"><li>- Adapts easily to new challenges and circumstances</li><li>- Has the ability to change direction when needed</li><li>- Is motivated by variety and ever-changing surroundings</li></ul></li><li>● DECISIVE AND ACTION ORIENTED<ul style="list-style-type: none"><li>- Has a high energy level and stamina</li><li>- Gets things done</li><li>- Makes quick decisions even if information is missing</li><li>- Thrives in a high-pace environment</li></ul></li></ul>

- SOCIALLY CONFIDENT
  - Is socially skilled and outgoing
  - Is a talented presenter
  - Loves to initiate new contacts
  - Gets along with most people
- COMMUNICATIVE
  - has a wide network of contacts
  - communicates openly with others
  - can maintain relationships
  - prefers working in a team

# HOW YOU DO IT

## Your behaviours: living the values, growth mindset, leadership (if applicable)

No matter what your role may be at H&M – WHAT you do is as important as HOW you do it. This part applies to all roles at H&M and should not be edited.

<p><b>Our Values</b> The spirit that defines our culture and reflects the heart and soul of H&amp;M</p>	<p><b>Values in action</b> Our values described as behaviours – shared by all H&amp;M colleagues regardless of role</p>		
<ul style="list-style-type: none"> <li>● We are one team</li> <li>● We believe in people</li> <li>● Entrepreneurial spirit</li> <li>● Constant improvement</li> <li>● Cost conscious</li> <li>● Straight forward and open minded</li> <li>● Keep it simple</li> </ul>	<p><b>TEAM PLAYER</b></p> <ul style="list-style-type: none"> <li>● Being open minded</li> <li>● Communicating clearly</li> <li>● Enjoying teamwork</li> <li>● Being flexible</li> </ul>	<p><b>RESULT DRIVEN</b></p> <ul style="list-style-type: none"> <li>● Working towards goals</li> <li>● Trying new things</li> <li>● Improving efficiency</li> <li>● Developing yourself</li> </ul>	<p><b>BUSINESS MINDED</b></p> <ul style="list-style-type: none"> <li>● Focusing on customer value</li> <li>● Taking responsible decisions</li> <li>● Seeking opportunities</li> <li>● Seeing the bigger picture</li> </ul>
<p><b>Growth mindset</b> (also called the agile mindset)</p>	<ul style="list-style-type: none"> <li>● Positive attitude to change / embrace challenges / persevere in the face of failure</li> <li>● Desire to learn / putting effort to build new skills / learn from mistakes / ask for feedback and learn from it</li> <li>● Find inspiration in success of others</li> </ul>		
<p><b>Leadership</b> (if applicable)</p>	<p><b>This part is currently under review and will be updated as soon as the new version is finalized.</b></p>		