



Rythmus Foundation

Job Description

Position Title:	GST Officer
Key Responsibility:	- Ensure end-to-end GST compliance and timely filing of returns. - Manage input tax credit claims and maintain accurate GST documentation. - Review invoices for correct GST application and ensure records are audit-ready. - Provide GST advisory to internal teams and assist with tax planning. - Act as the primary contact for GST audits and liaise with tax authorities. - Conduct GST training for staff and update internal policies. - Perform GST account reconciliation and ensure donor compliance.
Essential Skills	Strong knowledge of local GST laws and compliance. Proficiency in GST/accounting software (e.g., Tally, QuickBooks) and MS Excel. Excellent attention to detail and strong analytical and problem-solving skills. Effective communication skills to explain complex tax matters. High integrity and the ability to work under deadline pressure.
Location	Remote
Qualification	B.Com / M.Com
Experience Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote