



Rythmus Foundation

Job Description

Position Title:	Taxation & Return Officer
Key Responsibility:	- Prepare and file all organizational tax returns (Income Tax, TDS, GST) accurately and on time. - Ensure full compliance with all local and national tax laws and regulations applicable to NGOs. - Manage end-to-end TDS processes: deduction, deposit, return filing, and issuance of certificates. - Maintain meticulous and up-to-date records of all tax filings, payments, and exemptions. - Monitor changes in tax legislation and advise the organization on their impact. - Develop tax strategies to leverage NGO-specific exemptions and optimize tax savings. - Act as the primary liaison with tax authorities, responding to notices and resolving queries. - Prepare detailed tax reports and schedules for internal review and external audits. - Provide tax advisory support to HR and project teams on salary structuring and grant compliance. - Ensure donor-funded projects adhere to specific tax regulations and reporting requirements.
Essential Skills	Tax Law Expertise: In-depth knowledge of tax regulations, especially TDS and NGO-specific exemptions. Compliance Management: Proven ability to ensure 100% statutory compliance and meet all deadlines. Attention to Detail: Meticulous accuracy in preparing returns, reports, and financial records. Analytical Abilities: Skill in analyzing tax implications and identifying savings opportunities. Software Proficiency: Proficiency in accounting software and advanced MS Excel. Communication Skills: Ability to explain complex tax matters clearly to non-finance staff. Ethical Integrity: A strong commitment to ethical financial practices and confidentiality.
Location	Remote
Qualification	Any Graduate / B.Com / M.Com, Any Other relevant degree
Exp. Required	03 to 05 Years relevant experience.
Nature of Job	Full-Time / Part-Time / Contractual On-site / Hybrid / Remote