

Job Description

Position	CFO
Department	SEZ
Age	Max.45 years
Experience	Min 10 years PSU/Govt./Private Institutes.
Qualification	CA// MBA Finance from reputed & recognized institute. (Min first class)
Brief Profile	<ul style="list-style-type: none"> ✓ To manage routine SEZ operations ✓ Liasoning with Customs / SEZ Authorities ✓ Liasoning with corporate clients predominately from Finance & IT sector and guide / educate them regarding SEZ rules and regulations ✓ Filing SEZ Bills of Export and Bill of Entries online ✓ Fully conversant with documentation flow of Imports, Exports and Licensing. ✓ Candidate from Service Sector background would be preferable ✓ GST Compliance – Filling of various returns ✓ Compilation of Utility related Data – Revenue Vs O&M and other maintenance ✓ Filling of Income tax returns ✓ Able to do Cost Analysis, ✓ Understanding of Balance Sheet & Profit and Loss accounts ✓ Finance Audit function – Statutory, Internal and Tax, CAG audit ✓ Able to attained board meeting and present the budget ✓ Prepare business plan consider income and expenditure. ✓ Other Accounting Job ✓ To oversee all financial aspects of Business and drive the company Financial strategic requirements. ✓ Guide the company towards profitability and long-term success. ✓ Conducting periodic book closure activities, including depreciation calculation, interest, salary, and WIP. ✓ Experience in managing the Internal financial controls, interpreting the accounting policies procedures in turn to facilitate internal financial control. ✓ Hands-on experience in statutory compliances (GST and TDS), coordinating for all accounting-related activities. notice replies, and tax assessments. ✓ Relevant experience in Controllorship and an overall understanding of local tax compliances (direct, indirect tax, STPI/ SEZ, transfer pricing). ✓ Have a grip on the Company's overall financial position and take corrective/preventive actions as & when required. ✓ Monitor Company's Business Plan/Budget. ✓ Liaise with the Statutory Auditors and Internal Auditors and ensure Compliance to financial laws, policies & guidelines. ✓ To maintain separate accounting for duty free and duty paid goods and services (SEZ). ✓ To reconcile the duty fee procurement of goods and services against the output of such services. ✓ To ensure endorsement of every duty-free tax invoice from the Customs office in the SEZ area for both Developer and unit. ✓ Prepare progress reports on procurement and utilization of goods and services on a Quarterly/Half-Yearly basis (in case of Developer-Co-Developer). ✓ Prepare annual performance report for submission to Development Commissioner in case of SEZ Unit

DAHEJ SEZ LTD

Skills Required	<ul style="list-style-type: none">✓ In depth knowledge of SEZ Act and Rule✓ Leadership Skills✓ Problem -Solving Skills✓ Negotiation Skills✓ Convincing Power✓ Excellent Communication & Presentation skills✓ Excellent Computer Skills including Microsoft office.✓ Knowledge of Income Tax✓ Knowledge of GST✓ Hands on experience of Microsoft Office (Excel, Word and Power point)
Location	Gandhinagar/Dahej
Salary	Up to 20 Lakh (Negotiable)
Last date	04-04-2026 RPAD/Speed Post