

Job Description

This vacancy is applicable only for Indian citizens

The incumbent will be responsible for monthly preparation of files for statutory compliance, accounting for receipts, payments and to ensure zero penalty.

Key responsibilities will include:

- Preparing a state-wise consolidated file for taxable income derived from monthly sales of excess baggage, passenger ticket sales and delivery orders.
- Preparing input tax file with eligible criteria and verifying monthly payment ledger with head office report to ensure the accuracy of input tax claim.
- Reconciling consolidated input tax claimable invoices with Goods and Service Tax Return (GSTR 2B) Follow-up with respective vendors for missing Goods and Service Tax (GST)values in GST portal (GSTR2B)
- Reconciliation of credit notes in GST portal against payment voucher to ensure accuracy on non-reversal of credit values reflecting in GSTR 2B.
- State wise verification of GSTR 3B working with GSTR 3B final filing and net tax paid to the authority.
- Issuing GST invoices to travel agents against ticket sales when required.
- Agent wise reconciliation of GST on commission –reconciling the agents report with UL system report and verifying the GST paid on commission by agents and issuing credit memos.
- Reconciling TDS schedule for monthly filing and handling income tax monthly and quarterly filing.
- Verifying and clearing Income tax short settlement or demand notices received through traces.
- Coordinating with stakeholders and agents on various income tax and GST-related matters and resolving them in accordance with the applicable laws and regulations of the Government of India.
- Coordinating with tax consultants for submission of necessary documents whenever government audit notices and show cause notices received from tax authorities.
- Verification of TCS credits reported by online travel agents for issuing credit notes to BSP agents.
- On time checking and confirming receipt of cash for issuance of delivery order to clear incoming cargo consignment on daily basis.
- Reconciling credit card settlement against credit card statement for airport credit card sales on a weekly/fortnight basis.
- Reconciling daily airport cash sales with bank statement and fortnight reconciliation of credit card settlement with clearing agent's statement along with bank statement. coordinating with respective airports for collecting proof on suspicious credit card transactions.
- Accounting for invoices and raising receipts against bank statement for delivery order and other airport settlements, handling various payments related to airport operation.

Requirements

A Degree from a recognized University with 3 years of work experience in relevant discipline.

Proficiency in written & spoken English is essential

Please upload your CV along with the degree certificate and the documentary proof of work experience.

The upper age limit should be 32 years as at the closing date 07th September 2026.

Be an Indian Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name
Worldwide Sales & Distribution

Date Opened
28/08/2026

Application Closing Date
07/09/2026

Job Type
Full time

Industry
Airline - Aviation

City
Chennai

Province
Tamil Nadu

Country
India

Postal Code
600001