

Job Description

To support the IBA's strategic initiatives by managing regulatory liaison, industry coordination, policy formulation support, and member communication. The role serves as a critical conduit between member banks, regulators, and internal departments to uphold standards of excellence in India's banking sector.

Work Experience

Minimum 5 years of experience in any of the field Banking / Financial industry / Taxation / Tally.

Key Responsibilities

- Liaise with RBI, MoF, and other regulatory bodies to track policy developments.
- Prepare briefs, responses, and proposals on behalf of member banks.
- Facilitate working groups, sub-committees, and task forces across banking verticals.
- Draft minutes, resolutions, and discussion notes for Committee meetings.
- Coordinate communication with stakeholders, including government departments, industry bodies, and media when required.
- Manage timelines and documentation for institutional projects, including digitization, compliance initiatives, or research collaborations.
- GST Accounting, GST reconciliation and its compliance
- ITC reconciliation and ITC Claim related compliance
- TDS Accounting, TDS reconciliation its compliance
- filing of returns.
- Experienced candidates shall be preferred.

Skills & Competencies

- Excellent drafting and summarization skills
- Strategic communication and stakeholder engagement
- Strong organizational and time management capabilities
- Proficiency in MS Office, data interpretation, and presentation tools