The British Council wishes to secure the services of Professional accountants and tax advisors (the consultant) to provide following services:

1. Preparation of monthly payroll and annual salary consolidated file in accordance with applicable law and rules and as per information provided by British Council finance personnel:
2. Approximate 10-15 Nepali full time staff payroll based on information provided by local finance team over email
3. Collect hard copies of claims from the BC Office through Finance Department for processing payroll on monthly basis
4. Collect cheques for withholding tax of staffs from the British Council office and pay withholding taxes and get returns verified on monthly basis as per local act compliance. Ensure all taxes are deposited to correct PAN numbers of staffs.
5. Collect cheques for retirement fund contribution from the British Council office and deposit retirement fund contributions within timelines applicable as per local compliance requirements.
6. Maintain records of tax withheld and paid along with retirement funds contributed for each staff (full time/part time/Nepali and Non-Nepali) and provide support during tax clearance of staffs upon request
7. Prepare and distribute the electronic pay slips to all staffs to their official email ID provided by the British Council
8. Collect cheques for withholding tax of vendors from the British Council office and pay withholding taxes and get returns verified on monthly basis as per local act compliance. Ensure all taxes are deposited to correct PAN number of vendors.
9. Deliver at least one session annually to all staffs on employment taxes and details of retirement fund benefits in coordination with the British Council Finance personnel.