

# GANESH ARAVINDAN & Co

Chartered Accountants



PARTNERS

Ganesh SP  
B.Com, MFM, FCA, ACMA, CS

Aravindan CA  
B.Com, FCA, ACMA

04.11.2020

## Our requirements:

We are looking for **Part Qualified/Qualified CA's** for the position of "**Articled Assistants & Audit Manager**" in our Audit firm, Following will be the job responsibilities:

1. Planning the Audit program of clients, deputing staff to different client locations, preparing customized checklists for different clients depending upon the nature of client's business, completing the Audit before the target deadlines and submission of periodic audit reports
2. Data collection from different branches of clients and preparation of MIS reports like Branch profitability, Cash flow statements, etc
3. Ensure timely completion of TDS and GST compliances for all the clients
4. Prepare documentation for representing the clients before Income Tax, RoC and GST departments
5. Coordination with the Company Secretary for periodic RoC compliances
6. Direct & Indirect Tax compliances
7. Project Reports, CMA preparation for Credit facilities
8. Lead the team of 20 members, travel to client locations and branch offices ensuring smooth completion of Audit and Tax assignments
9. Performance appraisal of junior team members
10. Open to travel outskirts, districts & States

They will be in probation period for six months. Compensation will be revised based on annual performance review.

Interested Candidates do send in your CV's to the below mail id [jude@proezacorp.com](mailto:jude@proezacorp.com) / Mr.Jude Jayaseelan, HR Manager / Mobile: 9500167890.