Rajalakshmi Institutions

Rajalakshmi Engineering College
Rajalakshmi Medical College Hospital and Research Institute
Rajalakshmi Institute of Technology
Rajalakshmi College of Nursing
Rajalakshmi Vidyashram Matriculation School
Rajalakshmi School of Architecture
Rajalakshmi School of Business

69, New Avadi Road
Kilpauk, Chennai – 600 010
Ph.: 044-26442472,26461316
Fax: 044-26445151
www.rajalakshmi.org

To
Southern India Regional Council
ICAI Bhawan
122, Mahatma Gandhi Road
Post Box No. 3314, Nungambakkam, Chennai – 600 034.

Date: 09 October 2026

Dear Sir/Madam,

Subject: Opening for the position of Finance & Accounts Officer – Chartered Accountant (CA)

Greetings from Rajalakshmi Institutions!

We are pleased to inform you that **Rajalakshmi Institutions** has an opening for the position of **Finance & Accounts Officer – Chartered Accountant (CA)** at its Chennai office.

We request you to kindly circulate this opportunity among eligible **Chartered Accountants, students, alumni and other suitable candidates** who may be interested in pursuing a career in Finance and Accounts.



Position Details

Job Title: Finance & Accounts Officer
Qualification: Chartered Accountant (CA) – Mandatory
Experience: Fresher/Experienced
Location: Chennai
Employment Type: Full-Time

Job Summary

Rajalakshmi Institutions is looking for a **responsible, proactive, and detail-oriented Chartered Accountant** to join its Finance & Accounts team.

The selected candidate will be responsible for handling and coordinating **day-to-day finance and accounting activities**, including **banking operations, financial transactions, accounts-related work, statutory compliance, financial reporting, audits, and coordination with various departments across the Institutions**.

The role requires the candidate to be actively involved in **bank visits and banking-related operations**, as well as routine finance and accounts functions. The candidate should be willing to independently handle responsibilities and coordinate with banks, auditors, consultants, vendors, and internal departments whenever required.

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Key Responsibilities

- Handle **day-to-day finance and accounting operations** across the Institutions.
- Responsible for **banking operations**, including bank visits, submission and collection of documents, cheque-related activities, account opening/closure formalities, KYC documentation, bank correspondence, and other banking requirements.
- Coordinate with various banks for **fund transfers, payments, collections, statements, confirmations, and other financial transactions**.
- Handle and monitor **accounts payable, accounts receivable, general ledger, cash management, and day-to-day accounting activities**.
- Review and verify **invoices, bills, vouchers, payment requests, receipts, and supporting financial documents**.
- Monitor **bank balances, cash flows, collections, payments, and fund requirements**.
- Prepare and maintain **bank reconciliations, ledger reconciliations, schedules, and other accounting statements**.
- Assist in preparation of **annual budgets, expenditure monitoring, budgetary control, and variance analysis**.
- Prepare **monthly MIS reports, financial statements, cash flow statements, management reports, and other financial reports**.
- Handle and coordinate **GST, TDS, Income Tax, Professional Tax, and other applicable statutory compliances**.
- Coordinate with **internal auditors, statutory auditors, tax consultants, government/departmental authorities, and other professional agencies**.
- Ensure proper maintenance of **books of accounts, financial records, supporting documents, and audit documentation**.
- Monitor **fee collections, receipts, scholarships, refunds, and other institutional financial transactions**.
- Monitor and account for **capital expenditure**, including expenditure relating to hospitals, medical equipment, laboratories, hostels, infrastructure, and campus development.
- Supervise and review **payroll-related accounting activities** and ensure timely processing of salary-related financial transactions.
- Work closely with the **Accounts, Finance, HR, Administration, Purchase, and other departments** for finance and accounting requirements.
- Ensure proper functioning and utilization of **Tally/accounting software and other financial systems**.
- Support management in strengthening **internal financial controls, accounting procedures, and financial processes**.

- Maintain confidentiality and ensure accuracy of all **financial and accounting information**.
- Perform other **finance, accounts, banking, and related responsibilities** assigned by the management from time to time.

Eligibility & Qualification

- **Chartered Accountant (CA) qualification is mandatory.**
- Candidates with **0–2+ years of relevant experience** may apply.
- Freshly qualified Chartered Accountants with a strong interest in **Finance, Accounts, Banking, and Institutional Finance** are also encouraged to apply.
- Practical knowledge of **accounting principles, financial reporting, taxation, banking operations, and statutory compliances**.
- Good knowledge of **GST, TDS, Income Tax, audit procedures, and financial controls**.
- Strong working knowledge of **Tally and MS Office, particularly MS Excel**.
- Knowledge of **General Ledger (GL), Accounts Payable (AP), Accounts Receivable (AR), Fixed Assets, Bank Reconciliation, and Cash Management**.
- Should be willing to **visit banks and government/financial offices whenever required** and independently handle banking-related documentation and transactions.
- Strong analytical, numerical, organizational, and problem-solving skills.
- Good written and verbal communication skills.
- Ability to coordinate effectively with **banks, auditors, consultants, vendors, and internal departments**.
- Ability to work independently as well as coordinate with a team.
- Candidates should be **responsible, trustworthy, detail-oriented, and willing to take ownership of finance and accounts-related responsibilities**.

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Professional Skills

- Strong understanding of **Finance & Accounts operations**.
- Good knowledge of **banking procedures and financial transactions**.
- Ability to analyze financial data and prepare meaningful reports.
- Good communication and interpersonal skills.
- Strong attention to detail and accuracy.
- Ability to handle confidential financial information with integrity.
- Ability to work under deadlines and manage multiple responsibilities.
- Willingness to travel locally for **banking, audit, statutory, and other official finance-related work**, whenever required.
- Interest in **finance automation, digital accounting systems, and emerging financial technologies** will be an added advantage.

Application Instructions

Interested and eligible candidates are requested to submit their **updated resume/CV**, clearly mentioning their **CA qualification, experience, and relevant Finance & Accounts exposure**.

Applications may be sent to:
Email ID: abirami.a@ritchennai.edu.in

We look forward to welcoming a **qualified, committed, and enthusiastic Chartered Accountant** to our Finance & Accounts team at Rajalakshmi Institutions.

Regards,

For Rajalakshmi Institutions
69, New Avadi Road,
Kilpauk, Chennai – 600010.