

To,
Secretary, SIRC of ICAI,
ICAI Bhawan, 122, Mahatma Gandhi Road, Nungambakkam, Chennai- 600 085

Subject: Vacancy for the positions of Accounts Executive, Audit Manager and Senior Audit Manager

Sir/Madam,

We **M/s Anand & Udhav Chartered Accountants (Firm Reg No. 009671S)** request you to display the following vacancy announcement on the SIRC Vacancy advertisement portal.

Vacancy for the positions of Accounts Executive, Audit Manager and Senior Audit Manager

Job Position	Qualification	Experience	Details
Senior Audit Manager	Qualified or Semi Qualified CA	10- 15 years	Annexure A
Audit Manager	Bachelors or Masters or CA Inter (1 group)	4-6 years	Annexure B
Account Executive- 2 Nos.	Bachelors or Masters	2-5 years	Annexure C

How to apply?

Apply by emailing your resume to contact@anandudhav.com or visiting our website <https://anandudhav.com/careers/>

For Anand & Udhav Chartered Accountants,



CA Anand Moorthy
Partner, Membership No.: 211348
9th November 2024, Chennai



Annexure 1- Senior Audit Manager

Our Requirements

We are looking for a qualified or semi qualified Chartered Accountant to join our firm. This is an on-site role based in Thiruvannamiyur, Chennai. Please apply only if you are willing to work in a full-time in-office role.

Key Responsibilities

- **Business Projections and Proposals:** Prepare detailed financial projections, business proposals, and presentations for various client needs.
- **Financial Reporting:** Help the team in finalization of Books in compliance with AS/IndAS and AS applicable for non-corporate entities.
- **Audit Leadership:** Spearhead statutory audits, tax audits, and financial reporting, ensuring adherence to regulatory standards.
- **MIS Reporting:** Oversee MIS reporting, tailored to different client sectors and designed to provide value-added insights.
- **Strategic Input:** Collaborate with senior management to implement best practices and enhance client service delivery.
- **Other professional responsibilities:** Stay updated, agile and dynamic in changes of the legal, regulatory and taxation system and assist in functioning of the firm as a whole.
- **Manage resources:** Supervise, lead and guide the team of Articled Assistants and employees.
- **Client relationship:** Help in build, foster and maintain the relationship with our clients.

Qualifications

- **Bachelor's or master's degree in the relevant field with CA Inter (completed) or CA preferred.**
- **10-15 years in auditing, financial reporting, and client relationship management.**
- Strong knowledge of accounting principles, standards, and regulations.
- Proficiency in accounting software and MS Office Suite, particularly Excel.
- Excellent analytical skills with a keen attention to detail.
- Effective communication and interpersonal skills, with the ability to collaborate across teams.
- Proven ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Ability to learn, teach and guide the team.

Leaves – 12 Days per year excluding National Holidays

Working Hours – Monday to Saturday; 10 a.m. – 6:00 p.m. including half an hour lunch break

Indicative salary– Rs. 80,000 p.m.; based on experience

Annexure 2- Audit Manager

Our Requirements

We are looking for an experienced Assistant Manager / Manager for the Audit division. This is an on-site role based in Thiruvannamiyur, Chennai. Please apply only if you are willing to work in a full-time in-office role.

Key Responsibilities

- Financial Reporting: Help the team in finalization of Books in compliance with AS/IndAS and AS applicable for non-corporate entities.
- Audit and Compliance: Conduct internal/statutory audits while complying with professional and ethical requirements of ICAI.
- Taxation (DT & IDT): Manage tax compliance, including the preparation and filing of tax returns. Stay updated on changes in tax laws and regulations.
- Other professional responsibilities: Stay updated, agile and dynamic in changes of the legal, regulatory and taxation system and assist in functioning of the firm as a whole.
- Manage resources: Supervise, lead and guide the team of Articled Assistants and employees.
- Client relationship: Help in build, foster and maintain the relationship with our clients.

Qualifications

- **Bachelor's or master's degree in the relevant field or CA Inter. (1 or both groups)**
- **4-6 years of relevant experience in Audit and Taxation. (preferably in a mid-size audit firm)**
- Strong knowledge of accounting principles, standards, and regulations.
- Proficiency in accounting software and MS Office Suite, particularly Excel.
- Excellent analytical skills with a keen attention to detail.
- Effective communication and interpersonal skills, with the ability to collaborate across teams.
- Proven ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Ability to learn, teach and guide the team.

Leaves – 12 Days per year excluding National Holidays

Working Hours – Monday to Saturday; 10 a.m. – 6:00 p.m. including half an hour lunch break

Indicative salary– Rs. 40,000 to 50,000 p.m.; based on experience

Annexure 3- Account Executive

Our Requirements

We are looking for an experienced Accountant to join our firm. This is an on-site role based in Thiruvannamiyur, Chennai.

Key Responsibilities

The Accountant will be responsible for routine accounting, preparation of TDS and GST returns, MIS, P&L and other reconciliations. The Accountant will also be required to perform administrative tasks such as documentation and communicating with clients. They may be required to assist the team in performing Audits or Assignments both local and outstation.

Qualification

- **Candidate should have a bachelor's or master's degree in the relevant field.**
- **Candidate should have 2-5 years of relevant work experience.**
- Strong analytical and problem-solving skills
- Effective communication and interpersonal skills, with the ability to collaborate across teams
- Ability to work efficiently under pressure and meet tight deadlines
- Attention to detail, positive attitude, and willingness to learn
- Basic knowledge of accounting principles, practices, and Tally ERP software. Added advantage for knowledge of other accounting software like **Zoho Books**.
- Working knowledge of GST, TDS, PF/ESI and other relevant financial laws. Added advantage for knowledge of **Computax or Winman softwares**.
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Leaves – 12 Days per year excluding National Holidays

Working Hours – Monday to Saturday; 10 a.m. – 6:00 p.m. including half an hour lunch break

Indicative Salary– Rs. 18,000 p.m. to Rs. 30,000 p.m.; based on experience