





**K E K AND ASSOCIATES LLP**  
**Chartered Accountants**  
LLPIN : ABB-3928

Partners  
CA.L.Karthik M.Com, ACA  
CA.Keerthi.PR B.Com, FCA  
CA.S.Mamatha ACA  
CA.M.Narendra FCA  
CA.Tasneem Bhanpurawala ACA

H.O: Old No. 27, New No. 28, Parvathy Apts, 2<sup>nd</sup> Flr, Damodaran St, T.Nagar, Chennai - 17.  kekassociatesllp@gmail.com  044-40055781

Date: 24/09/2024

To  
Secretary,  
ICAI-SIRC,  
Chennai- 600034.



**Job Overview:** The Statutory Audit and Tax Audit Manager are responsible for managing statutory audits and tax audits of the clients as per regulatory guidelines. The role involves leading audit teams, ensuring compliance with all applicable laws and regulations, reviewing financial statements, and providing strategic advice on audit and taxation matters. The position requires in-depth knowledge of accounting standards, tax regulations, and audit processes, as well as strong leadership and communication skills to liaise with clients, teams, and regulatory authorities.

**Key Responsibilities:**

- **Statutory Audits:**
  - Lead statutory audits for clients across various industries in compliance with the Companies Act and relevant standards (e.g., IFRS, GAAP).
  - Oversee audit planning, risk assessments, control evaluations, and testing processes.
  - Review and finalize financial statements, audit reports, and related documentation.
  - Identify areas of improvement and provide actionable recommendations for clients' internal controls and financial reporting processes.
  - Ensure timely completion of audit engagements and adherence to audit timelines.
- **Tax Audits:**
  - Manage tax audit processes as per Income Tax Act provisions, including preparation and review of tax audit reports (Form 3CA/3CB, 3CD).
  - Ensure accurate computation of tax liabilities and compliance with tax filing deadlines.
  - Stay updated on the latest amendments in tax laws, rules, and regulations.
  - Liaise with clients to provide clarity on tax positions, compliance requirements, and audit findings.
  - Coordinate with external consultants for complex tax matters, if necessary.





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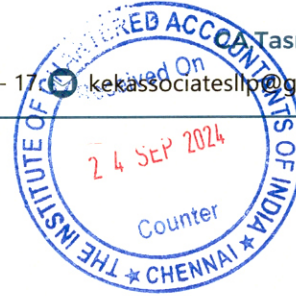
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- **Team Management:**

- Lead and mentor a team of audit associates and seniors, providing guidance and feedback on work performance and professional development.
- Allocate resources effectively to ensure the smooth execution of multiple audits simultaneously.
- Conduct regular team meetings to discuss audit progress, challenges, and solutions.

- **Client Relationship Management:**

- Build and maintain strong client relationships, acting as the primary point of contact for all statutory and tax audit matters.
- Present audit findings and recommendations to senior management and client leadership teams.
- Address client queries and provide proactive advice on audit and tax-related issues.

- **Compliance & Risk Management:**

- Ensure that all audits are conducted in accordance with regulatory guidelines, including ICAI standards, SEBI, and other industry-specific regulations.
- Identify potential risks during audit engagements and recommend risk mitigation strategies.
- Ensure compliance with internal quality control procedures and external regulatory requirements.

### Qualifications:

- **Education:**

- Chartered Accountant (CA) or equivalent qualification.
- Additional qualifications such as a CPA, ACCA, or advanced degrees in finance or tax are a plus.

- **Experience:**

- Minimum 2-3 years of experience in statutory and tax audit roles, preferably with experience in a mid-sized firm.
- Proven track record of managing audit teams and handling multiple audit engagements independently.







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• **Technical Skills:**

- Strong knowledge of Indian accounting standards (Ind AS), , and Generally Accepted Accounting Principles (GAAP).
- In-depth understanding of tax audit provisions under the Income Tax Act.
- Proficient in auditing tools, accounting software (e.g., Tally, SAP, QuickBooks), and Microsoft Office Suite (Excel, Word, PowerPoint).

**Key Competencies:**

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal abilities.
- Leadership and team management skills.
- Attention to detail and a commitment to quality.
- Ability to work under tight deadlines and manage pressure effectively.
- Strong client servicing and relationship management skills.



**Benefits:**

- Competitive salary.
- Performance-based incentives.
- Professional development opportunities.

**Contact Details:**

Candidates are requested to send their resume to [kekassociatesllp@gmail.com](mailto:kekassociatesllp@gmail.com).

Contact Mr. CA. L Karthik

Mobile No: 8148731288

Interview Venue:

No.27/28, Parvathi Apartments,  
Flat C, Second Floor, Damodharan Street,  
T.Nagar, Chennai-600 017

