DURV AND ASSOCIATES LLP

CHARTERED ACCOUNTANTS

LLPIN:MK-7243, ICAI FRN: S200079

JOB VACANCY
ROLE: MANAGER, OFFICE ADMINISTRATION

We are seeking a responsible and proactive individual to manage the day-to-day administrative and office operations of our organization.

Key Responsibilities

- Manage and monitor staff attendance and leave records.
- Handle day-to-day accounting and banking transactions.
- Oversee routine office administration, including vendor coordination, invoice follow-ups, and vendor payment processing.
- Maintain office records, documentation, and filing systems.
- Assist partners with administrative support tasks as needed.

We prefer candidates who have prior experience in administration or office management role, preferably in a Chartered Accountant or Law firm.

Contact details:
Mobile – 9884222356, 9962981706
E-mail – sriram@durv.in, dwarakesh.s@durv.in

IMPORTANT INSTRUCTION: As a professional firm that values both your time and ours, and operates on a pre-appointment basis, we kindly request candidates not to call or walk in directly.

For DURV and Associates LLP
Chartered Accountants

Partner

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
Received On
24 NOV 2025
Counter
CHENNAI

New No. 10, Old No. 80, AVM Avenue 3rd Street, Virugambakkam, Chennai - 600092.
Land line : 044 - 23644491 Website : www.durv.in

DURV AND ASSOCIATES LLP

CHARTERED ACCOUNTANTS

LLPIN:MK-7243, ICAI FRN: S200079

VACANCY FOR QUALIFIED CAs, PAID ASSISTANTS AND ARTICLED ASSISTANTS

We are a multi-disciplinary firm specializing in advisory, audit, and taxation & regulatory services across a wide range of industries. As we continue to grow and take on new projects, we are looking for talented individuals to join our dynamic team.

Our firm is looking for:

- Qualified Chartered Accountants, Semi-qualified candidates and Experienced Graduates having prior experience in Chartered Accountant/ consulting firms or industry in the avenues of taxation or internal audit
- Articled assistants/ Staff – Candidates completed one or both groups of the CA Intermediate examination

We require candidates who are passionate about making a difference, focusing on innovation and adopting client centric approach.

Areas of exposure	
Audit of Hotels/ Resorts	Tax litigation & Dispute Resolution
Internal Audit & Risk Assurance	Transaction & Deal Advisory
Corporate audits	Transfer Pricing

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FIRM POLICY:

- 5 day workweek
- Adequate study holidays for candidates pursuing CA intermediate
- Stipend structure (in respect of candidates completed both groups):
  Year 1 – Rs. 12,000; Year 2 – Rs. 13,500
- Mandatory trainings on subject oriented topics, soft skills & self-development

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