Job Description: Industrial Trainee – Finance

Company: Jainam Broking Limited

Location: Surat

Department: Finance & Accounts

Experience: Pursuing CA – Completed Intermediate

Job Description

We are seeking a motivated and detail-oriented Industrial Trainee to join our Finance team at Jainam Broking Limited. This role offers hands-on experience in key finance functions and provides an excellent opportunity to work alongside seasoned professionals in a dynamic and fast-paced environment.

Key Responsibilities

- Financial Reporting

Assist in the preparation of financial statements including balance sheets, income statements, and cash flow reports. Ensure compliance with applicable accounting standards and internal policies.

- Tax Compliance

Support in the preparation and filing of indirect taxes (GST) and direct tax returns. Assist in handling TDS returns and ensure all statutory tax obligations are met in a timely manner.

- Direct & Indirect Tax Litigations

Assist in managing direct and indirect tax litigations such as scrutiny assessments, show cause notices, TDS notices, and penalty proceedings.

- Auditing

Support internal and external audit processes. Help in documenting audit findings, preparing reports, and ensuring adherence to internal controls.

- Budgeting & Forecasting

Aid in the preparation of annual budgets and financial forecasts. Contribute to the development of financial models and projections for strategic planning.

Eligibility Criteria

- Strong knowledge of accounting principles and tax laws.
- Proficiency in MS Excel and financial software tools is preferred.
- Good communication and analytical skills.