YOSANÉY

To
The Institute of Chartered Accountants of India (ICAI)
ICAI Bhavan, Nungambakkam High Road,
Thousand Lights West,
Chennai - 600006.

Date : 25/03/2025

Subject: Request for Posting Job Offer on Notice Board

Dear Sir/Madam,
We seek your kind assistance in posting the following job opportunity on your notice board for the benefit of potential candidates.

Immediate hiring: Accounts cum Admin Manager
We are hiring for the position of Finance Manager. Candidates with 1–2 years of experience are invited to apply.

Key Responsibilities:

- ✓ Maintain financial records & bookkeeping in Zoho Books.
- ✓ Manage invoicing, payment follow-ups with customers, vendor payments & tax filings (GST, etc.).
- ✓ Perform bank reconciliations & financial reporting, including cash flow projections.
- ✓ Handle PF, NPS, and insurance matters.
- ✓ Assist with internal & external audits.
- ✓ Oversee office administration & vendor management
- ✓ Maintain employee records & payroll processing.

Requirements:

- Preferred: Prior experience with Zoho Books & Zoho Payroll.
- Strong knowledge of tax laws & financial regulations.
- Detail-oriented with a problem-solving mindset.
- Excellent organizational & communication skills.

Salary & Benefits:

- As per industry Standards including benefits (PF, NPS, Insurance).
- Career growth opportunities in a supportive work environment.

Interested candidates can submit their CVs via email to geeta@yosaney.ai.

We would highly appreciate your support in sharing this job posting with your students and alumni. Please let us know if any further information is required. Looking forward to your positive response.

Best regards,
For Yosaney Fintech Private Limited

GOBINATH PATHMANATHAN
Digitally signed by GOBINATH PATHMANATHAN
Date: 2025.03.26 10:25:02 +05'30'

Authorised Signatory

