Aparajitha®

12/11/2026

To,

Dear Sir/Madam,

## WE ARE HIRING | Deputy Manager – Accounts & Finance

| | | |
|---|---|---|
| **Company** | : | **Aparajitha Corporate Services Pvt. Ltd.** |
| **Location** | : | **Madurai, Tamil Nadu** |
| **Experience** | : | 6 – 10 Years |
| **Qualification** | : | CA Preferred |
| **Technical Requirement** | : | Hands-on experience in Zoho Books |

We are looking for an experienced Accounts & Finance professional to manage financial operations, taxation, audit coordination, payroll compliance, and MIS reporting.

## About the Role

**Key Responsibilities**

1. **Internal & External Audits**
   - Act as the **Single Point** of Contact (SPOC) for internal and external audits.
   - Manage audit schedules, coordination, documentation, and data provisioning.
   - Ensure timely audit closure and final sign-off.
2. **Secretarial Coordination**
   - Manage Board Documentation and ensure adherence to statutory timelines.
   - Coordinate corporate compliance filings with the Xcelerate Secretarial Team.
3. **Accounts Payable & Budgetary Control**
   - Monitor expenses against approved budgets.
   - Perform Budgetary Control and Variance Analysis.
   - Identify Cost Overruns and escalate significant deviations to leadership.
4. **Payroll & Direct Tax Compliance**
   - Ensure accurate monthly payroll processing and salary disbursement.
   - Manage Salary TDS Deductions and Quarterly TDS Returns.
   - Handle annual Form 16 issuance.
5. **Taxation & Statutory Compliance**
   - Manage Direct and Indirect Taxation.
   - Handle GST Filings, GST Reconciliation, TDS Compliance, and Corporate Income Tax.
   - Manage Tax Assessments and Statutory Notices.
   - Coordinate with external tax consultants until final closure.
6. **MIS & Financial Analytics**
   - Prepare Comprehensive MIS Reports.
   - Conduct Financial and Budget Variance Analysis.
   - Monitor service-specific financial metrics.
   - Provide Data-Driven Insights to support strategic decision-making.

## Candidate Requirements

- 6–10 years of relevant professional experience.
- Qualified Chartered Accountant (CA) preferred.
- Hands-on experience with ZOHO Books is required.
- Strong knowledge of Accounting, Taxation, Auditing, and Statutory Compliance.
- Excellent analytical, coordination, and stakeholder management skills.

Interested candidates can share their updated resumes:
**Email: ananda.karthikeyan@aparajitha.com | Contact: +91 88830 74299**

Thank you for your interest and cooperation.

Yours sincerely,
**For Aparajitha Corporate Services Pvt. Ltd.**

**Head – Human Resource**

APARAJITHA CORPORATE SERVICES (P) LTD. MADURAI