JEEVAN & ASSOCIATES
CHARTERED ACCOUNTANTS

S.P. Towers, 2nd Floor, 2B
No.81, Valluvar Kottam High Road,
Nungambakkam,
Chennai – 600 034, Tamil Nadu.

CHARTERED ACCOUNTANTS, ACCOUNTS ASSISTANT, ADMIN OFFICER AND ARTICLES WANTED

Build your foundation in finance with hands-on work, real client exposure, and close mentorship, right in the heart of Chennai (Nungambakkam).

Why Join Us

- Broad exposure across finance: Tax, audit, compliance, advisory—see the full picture.
- Mentorship that accelerates you: Direct partner guidance; understand the "why" behind the work.
- Tech-first workflows: SAP, Microsoft Business Central, Tally, Zoho Books.
- Early responsibility: Client-facing tasks, structured feedback, rapid learning curve.
- Prime location: Nungambakkam—central, well-connected, close to ICAI.

What You'll Work On

- Direct Taxes - Income Tax Returns (individuals, firms, companies), tax audit support, planning basics.
- Indirect Taxes (GST) - Monthly/annual GST returns and reconciliations; GST audits and documentation; reply drafts and representations.
- Audits & Compliance - Statutory audits (controls, walkthroughs, substantive testing); ROC/MCA filings; Internal audits and MIS.
- Deals & Advisory - Financial/tax due diligence, business restructuring, feasibility and compliance mapping, management reporting.

Tools You'll Use

- SAP and Microsoft Business Central (BC)
- Tally and Zoho Books
- Excel/Google Sheets for analytics and working papers

Outcomes You'll Gain

- Strong accounting/audit/tax fundamentals
- Practical judgment on materiality, risk, and client communication
- Professional skills: clear writing, presentations, time and project management
- Technology fluency across ERPs and modern finance stacks

Who Should Apply

- Chartered Accountants
- Articled Assistants
- Accounts Assistants
- Admin officers
- Comfortable with numbers, deadlines, teamwork, and learning fast
- Basic accounting/tax knowledge; Excel familiarity preferred (training provided)

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Pay & Growth

- Competitive stipend per ICAI norms and experience
- Performance-linked increments and higher responsibility

Culture

- Learning-first: weekly huddles, case studies, and knowledge sharing
- Open doors: partner access for queries and guidance
- Ownership: meaningful tasks with visible impact
- Professional yet supportive environment

Location

- S.P. Towers, 2nd Floor, 2B, No. 81, Valluvar Kottam High Road, Nungambakkam, Chennai – 600 034
- Landmark: Next to Nungambakkam Police Station

How to Apply

- Email subject: Application for Articleship – [Your Name]
- To: ca.jeevankb@gmail.com; cc: ca.mahimajeevan@gmail.com
- Include: Attempt details, marks/percentages, and preferred joining date
- Queries (call/WhatsApp):

  98848 24742 (CA. Mahima Jeevan Kumar) | 98841 37065 (CA. Jeevan Kumar B)
- Website - https://jnaca.org/

About **'Jeevan & Associates':** We are a well-established CA firm offering end-to-end finance, tax, audit, and advisory services across industries. Articleship here is designed as a launchpad—strong fundamentals, real responsibility, and guided growth.