Partners :

CA. R. BUPATHY, B.Com., FCA.,
CA. V. THIAGARAJAN, B.Com., FCA.,
CA. D. PURUSHOTHAMAN, B.Com., FCA., DISA (ICAI).,
CA. T. THULASIMALA, B.Com., FCA.,
CA. T. SANGEETH, B.Com., FCA.,
CA. K. SMARTIN SIMON, B.Com., MBA., FCA.,
CA. N. MOHAMMED SHAREEF, B.Com., FCA.,
CA. R. BALAKUMARI, B.Com., FCA., DISA (ICAI).,
CA. SREE JAGADEESH, B.Sc., FCA., CIA., CISA.,

R. BUPATHY & CO.,
CHARTERED ACCOUNTANTS

Article Assistant (CA Trainee)

Summary

We are seeking a motivated and detail-oriented Article Assistant to join our Chartered Accountant firm as part of the mandatory practical training program of ICAI. The candidate will gain hands-on exposure in accounting, auditing, taxation, and compliance services under the guidance of qualified professionals and seniors. This role offers an excellent opportunity to build strong technical knowledge and professional skills required for a successful career in Chartered Accountancy.

Key Responsibilities & Learning

1. Audit & Assurance

- Assist in statutory, tax, and internal audits of clients.
- Perform vouching, verification, and documentation of financial records.
- Support preparation of audit working papers and reports.
- Participate in stock audits and physical verification where required.

2. Accounting & Bookkeeping

- Maintain books of accounts using accounting software (e.g., Tally, ERP systems).
- Prepare bank reconciliations and financial statements and compliance with the relevant legal framework.
- Assist in finalisation of accounts.

3. Taxation

- Assist in preparation and filing of Income Tax Returns (ITR) for individuals, firms, and companies.
- Support GST registration, return filing, and compliance.
- Tax audits and preparation of computation of income.
- Filing of Appeals and preparation of relevant documents for GST and Income Tax.

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4. Compliance & Regulatory Work

- Assist in ROC filings and company law compliance.
- Support preparation of financial reports and documentation for regulatory authorities.
- Maintain proper records and client documentation.
- Secretarial compliance.

5. Client Interaction

- Communicate with clients to collect financial data and supporting documents.
- Provide basic clarifications under supervision.

Eligibility Criteria

- CA Intermediate – both groups pass.
- Basic knowledge of accounting standards, taxation, and auditing.
- Proficiency in MS Office and accounting software.

Required Skills

- Strong analytical and numerical ability.
- Attention to detail and accuracy.
- Good communication and interpersonal skills.
- Ability to work in a team and meet deadlines.
- Willingness to learn and adapt in a professional environment.

Training & Benefits

- Practical exposure to diverse industries and professional assignments.
- Mentorship from experienced Chartered Accountants.
- **Stipend for 1st Year – Rs.12,000/- per month and 2nd Year – Rs.14,000/- per month.**
- Professional development and learning opportunities.

Working Hours

As per firm policy and ICAI training guidelines.

How to Apply

Interested candidates may send their resume to:
rbcoresources@gmail.com

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