Date: 29.12.2025

To
The Secretary / Deputy Secretary
The Institute of Chartered Accountants of India
Southern India Regional Council (SIRC)
No. 122, Mahatma Gandhi Road
Nungambakkam, Chennai – 600 034

Dear Sir/Madam,

Sub: Request for Posting of Vacancy Advertisement on SIRC Website

We request you to kindly place the following vacancy advertisement for **Article Assistant and Audit Assistant Positions** on the notice board / SIRC website.

VACANCY FOR ARTICLE ASSISTANT / AUDIT ASSISTANT

We **M/s S Saranya & CO, Chartered Accountants,** is a firm of dedicated professionals offering a comprehensive range of services in **Audit, Taxation, Accounting, and Corporate Advisory**. We are committed to fostering a **supportive work environment** that encourages continuous learning, professional growth, and excellence.

We invite applications from motivated individuals seeking to join our firm as **Article Assistants or Audit Assistants**, in accordance with ICAI guidelines. Preferred candidates are expected to have knowledge of tally and MS office applications (Word & excel), good communication skills and a reasonable willingness to travel if necessary.

1. ARTICLE ASSISTANT (1 Position)

Eligibility:

- Students who have completed CA Intermediate (IPCC) and eligible to register for Articleship under ICAI regulations.

Preferred Skills:

- Good communication and analytical abilities.
- Preferred working knowledge of Tally, MS Excel, and Word.
- Enthusiasm to learn across varied assignments.

Stipend:

To be decided based on candidate's knowledge and experience.

Address: No.44, Shalimar Garden 2nd Street, Injambakkam, Chennai – 600115
M : +91 75500 24094 | E-mail: kathir@ssaranya.com

2. AUDIT ASSISTANT (1 Position)

Eligibility:

- B.Com / M.Com / MBA (Finance) graduates.
- CA Intermediate (one or both groups cleared) preferred.
- Prior experience in audit or accounting desirable.

Preferred Skills:

- Strong communication skills with the ability to interact professionally with clients.
- Solid Understanding of accounting and auditing principles.
- Proficiency in Tally and MS Excel.
- Attention to detail and ability to meet deadlines.

Salary:

Competitive and commensurate with qualifications and experience.

Areas of Exposure:

- Statutory Audits, Internal Audits, Tax Audits, and Regulatory Compliance
- GST and Income Tax Filings, Assessments, and Advisory
- Accounting, Financial Reporting, and MIS Preparation
- Implementation and support of ERP systems such as Oracle, SAP, RAMCO, and similar platforms
- Exposure to Robotic Process Automation (RPA) in audit and finance functions
- Involvement in Agentic AI and technology-enabled product development for audit and compliance solutions
- Assignments relating to Insolvency and Bankruptcy Code (IBC), including corporate insolvency processes
- Management Consulting, Business Advisory, and Process Improvement engagements

Interested candidates may email their CV and academic details to fca@ssaranya.com.

Contact person:

CA Soundaravalli S/ CA Nathiya R

Mobile no - +91 8754254094

Office Address:

M/s S Saranya & Co

Flat 2B, 2nd Floor, Ramaniyam Kamakoti

38/22, 4th main road, Kasturba Nagar

Adyar ,Chennai 600020.

Mobile: +91 8754254094

Email: fca@ssaranya.com,

kathir@ssaranya.com

For S Saranya & Co
Chartered Accountants
Firm Reg No : 013502S

S SARANYA & Co
FRN : 013502S
CHENNAI
Chartered Accountants

Kathiresan Nachimuthu
Partner
Membership No : 215179
Place: Chennai
Date: 29.12.2025