VIDYADARAN & ASSOCIATES
Chartered Accountants
kvdharan@gmail.com +91 98847 16160

JOB DESCRIPTION

Accounts & Compliance Executive | West Mambalam, Chennai

Experience: 1–3 years preferred | Joining: Immediate / short notice preferred

Role Overview

We are seeking a proactive Accounts & Compliance Executive with practical exposure to a Chartered Accountant or Company Secretary office. The role involves managing accounting records, preparing statutory compliance workings, supporting filings and coordinating with multiple clients to meet deadlines.

Key Responsibilities

- Maintain books of accounts, journal entries, ledger scrutiny and bank reconciliations.
- Prepare GST workings, reconciliations and returns, including GSTR-1, GSTR-3B and GSTR-2B matching.
- Prepare TDS calculations, challans, reconciliations and quarterly return workings.
- Assist with MCA/ROC filings, statutory registers, forms and corporate compliance documentation.
- Support income-tax return preparation, audit schedules and other statutory assignments as required.
- Track compliance due dates, follow up with clients and maintain organized supporting records.

Candidate Profile

- Prior work experience in a CA / CS firm or similar multi-client compliance environment preferred.
- Sound accounting fundamentals and working knowledge of GST, TDS and MCA/ROC processes.
- Proficiency in Microsoft Excel and Tally; familiarity with GST, income-tax and MCA portals is an advantage.
- Good communication, accuracy, ownership and ability to handle competing deadlines.

Preferred Qualifications

- B.Com / M.Com; CA Inter or CS Executive candidates.
- Candidates who have completed CA articleship or CS practical training.
- Candidates who have discontinued CA / CS studies and wish to build a career in practice-office operations.
- Candidates seeking a stable, hands-on role in accounting and compliance are encouraged to apply.

How to Apply

- Interested candidates may share their resume with the hiring contact or recruitment team.
- Please email Resume to kvdharan@gmail.com and cabalajirajan@gmail.com

VIDYADARAN & ASSOCIATES ★ CHARTERED ACCOUNTANTS ★ CHENNAI FRN: 018325S

K. VIDYADARAN
Partner
Dt: 05-11-2026