



# WE ARE HIRING

**Position – Sr. Accountant**



<b>Area</b>	Accounts
<b>Location</b>	Ahmedabad
<b>Qualifications &amp; Experience</b>	<p>Bachelor's degree in Accounting, Finance, or a related field.</p> <p>Proven experience of at least 5 years as an Accountant or in a similar financial role.</p>
<b>Skill Sets</b>	<ul style="list-style-type: none"><li>– Strong knowledge of accounting principles and practices.</li><li>– Proficiency in accounting software (Tally) and Microsoft Office Suite (Excel, Word).</li><li>– Excellent attention to detail and accuracy.</li><li>– Strong analytical and problem-solving skills.</li><li>– Good communication and interpersonal skills.</li><li>– Ability to work independently and as part of a team.</li><li>– Knowledge of ICAI regulations and standards (preferred but not required).</li></ul>

**Key  
Responsibilities**

1. Financial Record Keeping:
  - a. Maintain accurate and up-to-date financial records for the Ahmedabad Branch.
  - b. Record all financial transactions, including income, expenses, and other financial activities.
2. Financial Reporting:
  - a. Prepare financial statements, reports, and summaries on a regular basis.
  - b. Assist in the preparation of annual budgets.
3. Accounts Payable and Receivable:
  - a. Manage accounts payable and receivable processes, ensuring timely payments and collections.
  - b. Verify and process invoices, expense claims, and reimbursements.
4. Bank Reconciliation:
  - a. Reconcile bank statements and ensure that all transactions are properly recorded and accounted for.
  - b. Investigate and resolve any discrepancies in a timely manner.
5. Compliance and Regulation:
  - a. Ensure compliance with all financial regulations, accounting standards, and internal policies.
  - b. Ensure payment of taxes and filings of returns under Income Tax (TDS) and GST returns on a timely and correct basis.
  - c. Assist in audits and provide necessary documentation and information to auditors.

<b>Key Responsibilities</b>	6.Documentation and Filing: a. Maintain organized financial files and documentation for easy retrieval and reference. b. Ensure the confidentiality and security of financial records.  7.Coordination: a. Collaborate with other team members and departments to facilitate smooth financial operations. b. Address financial queries and provide support to Branch management as needed.
<b>Age Limit</b>	35–55 Yrs
<b>Salary Offered</b>	As Per ICAI Norms
<b>Joining</b>	Urgent Basis

## How to Apply :-

Interested candidates are invited to send their resume via email at [ahmedabad@icai.org](mailto:ahmedabad@icai.org). Please include **"Accountant Application – Ahmedabad Branch"** in the subject line of the email.

## Notes :-

Candidates should fulfil the minimum eligibility criteria as on **15th October 2023**. Merely fulfilling the minimum eligibility criteria does not entitle a candidate to be called for the next stage of recruitment. People with higher qualification and experience may be preferred while shortlisting the candidates for the next stage of Recruitment. Shortlisted candidates will be informed of the selection process through registered emails only.

Branch may relax the eligibility criteria in deserving cases and its decision shall be final and binding on the applicants. Only shortlisted candidates will be invited for Interview.

Applications received after the last date of submission will not be considered.