

JOB DESCRIPTION - FRESHER

1. Basic Accounting Knowledge:

- Understanding of fundamental accounting principles such as double-entry bookkeeping, journal entries, ledgers, trial balance, profit & loss statements, and balance sheets.
- Familiarity with accounting standards (such as GAAP or IND-AS).
- Capable of performing basic reconciliations, handling invoices, vouchers, and preparing simple financial reports.
- Knowledge of tools like MS Excel and exposure to accounting software (e.g., Tally) is a plus.

2. Basic Understanding of Auditing:

- Awareness of the purpose and process of auditing, both internal and statutory.
- Familiar with key auditing concepts such as vouching, verification, audit trail, and internal controls.
- Basic understanding of audit documentation and compliance requirements.
- Exposure to audit working papers, checklists, or standard operating procedures is an added advantage.

3. Travel Readiness:

- Willingness to travel as required for client audits, site visits, or training sessions.
- Comfortable working at client locations for on-site audits and fieldwork, potentially in different cities or regions.
- Possesses adaptability and time management skills to handle outstation assignments efficiently.