

Managerial Level Candidates - Job Description

Eligibility:

- Commerce graduates with **3-4 years of relevant experience** in accounting, auditing, or taxation.
- Candidates who have pursued Chartered Accountancy (CA – Finalist or CA – Inter) but have not completed it and have since moved on in their career are also welcome.

1. Strong Technical Knowledge:

- Sound understanding of various types of audits (Statutory, Internal, Tax, GST, etc.).
- Proficient in accounting practices and capable of preparing and reviewing financial statements and reconciliations.
- Hands-on experience in filing returns such as GST, TDS, and Income Tax.
- Ability to independently manage client deliverables, maintain compliance, and resolve audit queries.
- Well-versed with accounting and taxation software like Tally, Busy, Zoho Books, Excel, or other ERP systems.

2. Team Handling Ability:

- Experience in leading and mentoring a small to mid-sized team of juniors or associates.
- Delegation of work, review of outputs, ensuring timely completion of assignments.
- Capable of managing team dynamics, motivating team members, and resolving workflow issues effectively.

3. Communication Skills:

- **Excellent verbal and written communication skills in English.**
- Capable of drafting emails, client reports, audit observations, and documentation clearly and professionally.
- Comfortable participating in discussions, presentations, and client meetings.

4. Client Interaction:

- Confident in dealing with clients, both in-person and over digital communication.
- Able to represent the firm professionally in front of senior client personnel.
- Skilled at understanding client requirements, resolving concerns, and maintaining good client relationships.