

Accountant

New Delhi | Experience: 1-3 Year

- **Job Description :**

- ☐ Responsibilities and Accountabilities:
- ☐ Accounting
- ☐ Income Tax Filings
- ☐ GST Filings
- ☐ Making entries, managing them and keeping track of them on TALLY for various clients
- ☐ Filing of TDS Return
- ☐ Assisting in carrying out audit and other assurance services to clients in multiple industries.
- ☐ Assist in-charge in obtaining all necessary audit working papers and documentation including researching and documenting facts and findings.
- ☐ Identify and communicate accounting and auditing matters to managers and partners.

- **Educational Qualification/ Eligibility:**

- ☐ B. Com, M. Com, CA (Intermediate, Semi-Qualified)
- ☐ Chartered Accountant
- ☐ Computer Skills-Tally ERP, MS Office 2010 & above
- ☐ Sound knowledge of Accounts, Direct & Indirect tax, Audit, IT & Corporate Law.
- ☐ Good command over MS-Excel
- ☐ knowledge of Income tax, GST, VAT, TDS, Service tax, Accounts
- ☐ Knowledge of all department web sites.

- **Salary:**

- ☐ As per the candidate's profile and potential.