

CA Articled Assistant

Location: [City, State] **Type:** Articleship (ICAI)

About ABC Company: We are a dynamic and fast-growing consulting and financial services firm dedicated to providing top-tier audit, taxation, and advisory solutions to a diverse portfolio of clients. We believe in nurturing young talent and providing a comprehensive learning environment that shapes the financial leaders of tomorrow.

Role Overview: As a CA Articled Assistant at ABC Company, you will gain hands-on experience across multiple domains of the chartered accountancy profession. Under the mentorship of experienced professionals and partners, you will bridge the gap between academic theory and practical business applications.

Key Responsibilities

- **Statutory & Internal Audits:** Assist in planning and executing statutory audits, tax audits, and internal audits for corporate and non-corporate entities in compliance with applicable accounting and auditing standards.
- **Direct Taxation:** Support the preparation and filing of Income Tax Returns (ITR), TDS returns, and assist in drafting submissions for tax assessments and appeals.
- **Indirect Taxation (GST):** Reconcile input tax credits, prepare and file monthly/annual GST returns, and assist in GST audits.
- **Financial Reporting:** Aid in the drafting and finalization of financial statements, balance sheets, and profit & loss accounts as per Schedule III of the Companies Act.
- **Regulatory Compliance:** Assist with ROC filings, maintaining statutory registers, and ensuring compliance with prevailing corporate laws.

Eligibility & Qualifications

- Must have cleared **CA Intermediate (Both Groups preferred)** or at least one group with a strong academic track record.
- Successful completion of the mandatory ICITSS (Information Technology Training and Orientation Program) as mandated by the ICAI.
- Strong foundational knowledge of Accounting Standards, Taxation (Direct and Indirect), and Auditing principles.
- Working proficiency in MS Office (especially Excel) and accounting software like Tally Prime.
- Excellent communication skills, analytical thinking, and a strong eagerness to learn.

Stipend & Benefits

- Competitive monthly stipend aligned with industry standards and strictly adhering to ICAI regulations.
- Study leave granted as per ICAI norms for CA Final examinations.