

Accountant/Paid Assistant

Roles & Responsibilities

- Candidate Must have Basic Accounting knowledge.
- Take responsibility for the execution of the assigned projects from scoping and planning through to wrap-up and final report delivery.
- Knowledge of GST, Income Tax.
- CA Articles desirous of gaining good experience in Accounts.
- Maintaining the data confidentiality and adherence to the risk management policy by the team members.
- Helping seniors in performance activities of the team.
- Review of the team's work and to provide timely feedback to team members to enable them to improve their performance.
- Building relationships with team members sitting across different locations
- Good command on MS OFFICE Specially in Excel and Tally. Work Exposure in ACCOUNTS, INCOME TAX, GST, AUDIT, MCA ETC

Education/Professional Qualifications

Essential skills required

- B. Com, M. Com, Semi Qualified Chartered Accountancy qualification. CA dropout can also apply

Prior Experience

- 1–5-year experience in Accounts

Technical Skills

- Experience in Accounts, audit & taxation
- Knowledge of IndAS would be an added advantage.
- Proficiency in Microsoft Excel and Microsoft Word
- Proficient book-keeping knowledge and experience
- Proficiency/Working knowledge of SAP and other ERP would be an added advantage

Behavioral / Team Skills

- Excellent written and verbal communication skills
- Personal drive and positive work ethic to deliver results within tight deadlines and in demanding situations
- Flexibility to adapt to a variety of engagement types, working hours and work environments.
- Recognizing the developmental requirements of team members and set goals to achieve them.
- The job would require travel to client locations within India.

Salary: Rs. 1.50 LPA to 2.50 LPA.
Location- Hauz Khas New Delhi.

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