

We are Hiring-Kochi Branch

We are hiring certain positions as mentioned below to strengthen our Kochi team.

1) Management Trainee -ABS

Key Responsibilities

- Bookkeeping, posting journal entries and vouchers.
- Preparation of monthly financial reports and MIS.
- Preparation and filing of GST and TDS returns and preparation of supporting documents.

Qualifications

- B. Com and
- Skills in Accounting Software

Skills and Competencies

- Basic understanding of accounting principles and financial statements.
- Experience in preparing and filing GST Return
- Experience in preparing and filing TDS Return
- Knowledge of MS Excel, Tally ERP, Paybook
- Communication skills

Experience

- 0-1 year of experience

2) Senior – ABS

Key Responsibilities

- Maintenance of books of accounts and financial records.
- Preparation and posting of journal entries, invoices, debit notes and credit notes.
- Preparation of monthly, quarterly and annual financial statements and MIS.
- Preparation of Bank reconciliations and Ledger reconciliations.
- Preparation and filing of GST and TDS returns, and other tax filings
- Maintain proper documentation for audit and compliance purposes.

Qualifications

- CA Inter (One group Passed)/CMA Inter/ CMA Final (One group Passed)
- B. Com with Article ship

Skills and Competencies

- Strong Knowledge of accounting principles and financial reporting.
- Good understanding in GST, TDS and statutory Compliance.
- Proficiency in MS Excel and Accounting Software (eg: Tally)
- Good Communication skills
- Ability to handle multiple tasks and meet deadlines

Experience

- 1-2 years of experience in relevant fields



3) Senior /Assistant Manager -ABS

Key Responsibilities

- Review of Books of Accounts
- Review and approve journal entries, invoices, debit notes and credit notes prepared by team members.
- Preparation of monthly, quarterly and annual financial statements and MIS.
- Ensure accuracy in Bank reconciliations ledger reconciliations and account balances.
- Ensure compliance with statutory and regulatory requirements including GST, TDS and other compliances
- Review GST Return, TDS return and related reconciliations before filing.
- Maintain proper documentation for audit and compliance purposes.
- Support statutory audits and review audit schedules, reconciliations and supporting documents prepared by team.
- Supervise and review the work of executives and trainees in the department.
- Allocate tasks and monitor progress to ensure timely completion of assignments.

Qualifications

- CA Inter (Both Group Passed) CMA or CA Final (one group)

Skills and Competencies

- Strong Knowledge of accounting principles and financial reporting.
- Good understanding in GST, TDS and statutory Compliance.
- Proficiency in MS Excel and Accounting Software (eg: Tally)
- Strong analytical, organizational, and problem-solving skills.
- Ability to manage and review teamwork effectively.
- Good Communication skills
- Ability to handle multiple tasks and meet deadlines

Experience

- 3 to 5 years of experience in relevant field.



For ASA & ASSOCIATES LLP

A handwritten signature in black ink, appearing to be "A. K. Singh" or similar, written over a horizontal line.