

**Required: CMA Artileship**

**Location: Bangalore**

**Company Description:**

Over **35 years** of **Taxation experience. Wisdom** of over **2 generations**. Join our CA firm – My Tax Mentor an article that will help you learn from experienced CAs, work on diverse projects, and develop your skills. We have over 35 years of experience in accounting, auditing, taxation, and consultancy. We have a team of qualified and competent CAs who deliver high-quality work and maintain ethical standards. We also have a friendly and supportive work culture that encourages learning and growth.

As an article, you will work closely with our senior CAs and gain exposure to various aspects of the profession. You will also receive regular feedback, guidance, training, and workshops to enhance your knowledge and skills.

**Job Summary:**

As an Articled Assistant, you will work closely with experienced Chartered Accountants and gain hands-on exposure to finance and accounting processes. This role offers a unique opportunity to develop skills in financial management, accounting, budgeting, taxation, audit support, and compliance within a fast-paced and creative environment.

**Key Responsibilities:**

**1.Financial Accounting and Reporting:**

- Assist in maintaining accurate financial records and preparing financial statements.
- Contribute to the month
- -end and year-end closing processes.
- Collaborate with the finance team to analyze financial data and provide insights for decision-making.

**2.Budgeting and Cost Control:**

- Support the budgeting process by preparing budget proposals and analyzing variances.
- Monitor project costs and analyze expenditure against budgets.
- Assist in implementing cost control measures to optimize financial performance.

**3.Taxation and Compliance:**

- Assist in tax planning and compliance activities, including income tax and GST.
- Prepare tax returns and ensure adherence to relevant tax laws and regulations.

**4. Client Billing and Revenue Recognition:**

- Assist in client billing processes, including invoice generation and tracking.
- Participate in revenue recognition activities and ensure compliance with accounting standards.
- Collaborate with the client servicing team to resolve billing and revenue-related queries.

**5.Audit Support:**

- Support the external audit process by preparing necessary documentation and schedules.
- Assist in conducting internal audits to assess control effectiveness and identify areas for improvement.
- Performing multiple audit like tax audit, sat audit, internal audit, etc.

**6.Financial Analysis and Forecasting:**

- Assist in financial analysis, including profitability assessments and trend analysis.
- Contribute to the preparation of financial forecasts and projections.

**Qualifications and Skills:**

- Sound knowledge of accounting principles, taxation, and financial reporting standards.
- Familiarity with relevant accounting software and MS Excel.
- Strong analytical and problem-solving abilities.
- Detail-oriented with excellent organizational skills.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proactive attitude and willingness to learn in a fast-paced environment.

If you find your profile matching with the Qualifications and JD Send Your CV / Resume to the given Mail

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