

Job Description

Semi-Qualified Chartered Accountant (CA)

Position Title: Semi-Qualified Chartered Accountant (CA)

Experience Required: 3 Years

Location: Bhayander West

Job Summary:

We are seeking a detail-oriented and motivated Semi-Qualified CA to support accounting, taxation, audit, compliance, and financial reporting activities, including practical finance and taxation assignments, statutory compliance, and coordination with senior finance professionals and teams.

Key Responsibilities:

- Handle day-to-day accounting and financial activities with accuracy and compliance.
- Manage and support Income Tax and GST compliance and related assignments.
- Assist in Statutory Audits, including audit documentation and financial data review.
- Handle GST Annual Returns and related compliance requirements.
- Support tax scrutiny, assessments, and litigation matters.
- Perform financial analysis, reconciliations, and reporting as required.
- Ensure timely completion of statutory and regulatory compliances.
- Supervise and coordinate a team of 3–5 members and review their work.

Required Skills and Qualifications:

- CA Inter / IPCC Cleared – Group I or Both Groups.
- Minimum 3 years of relevant experience, with the latest experience in a CA Firm.
- Strong practical knowledge of Accounting, GST, Income Tax, Taxation, and Statutory Audit.
- Experience in GST Annual Returns, scrutiny, assessments, and litigation support.
- Good understanding of accounting principles and applicable standards.
- Proficiency in MS Excel and accounting software such as Tally and Winman.
- Strong analytical, problem-solving, communication, and team-handling skills.

