



**SUNDARAM MUTUAL**



October 20, 2021

Dear Sir/Madam

Greetings from Sundaram Asset Management Company Limited!!

**Sundaram Finance** is one of India's leading and most trusted financial services groups with nearly 6 decades of experience.

**Sundaram Asset Management** is a wholly owned subsidiary of Sundaram Finance Limited. Sundaram Mutual was established in 1996 and has built up a strong track record in managing funds across both Equity and Fixed Income categories. The organization has an extensive product range across fund categories with varying risk-return profiles. The investment and fund management philosophy is centred on "unearthing opportunities".

We are looking to hire **CA Inter** Candidates for the below mentioned Job Description

- Preparation of Financials to Management/ Board - Ensure financials are prepared in a timely manner and as per Schedule III format as per Companies Act.
- Tax Related Compliance and Hearing - Ensure all taxes are computed (TDS / GST / Advance Tax, Equalization Levy) are paid on timely and returns files accurately. Adequate support to be extended for all hearing (IT / GST)
- Audit Co-ordination - Ensure timely & necessary documents / clarifications are provided to the auditors (Internal / Statutory)
- Review and MIS - Monthly MIS to be prepared and submitted to the Management. Review of GST Credit reconciliation
- Investor Education Expenses - To review all expenses pertaining to Investor Education Expenses.
- Brokerage Accounting and Amortization - Ensure brokerage is accounted and amortized accurately
- Income Accounting - Ensure Invoices relating to Credit Notes are prepared monthly. Ensure Invoice / Debit Notes are raised for all receipts including reimbursements.

Experience - 0 to 5 Years

CTC - 4 to 7 Lakhs

Interested candidates can send their updated resume to [smhr@sundarammutual.com](mailto:smhr@sundarammutual.com)

For **Sundaram Asset Management Company Ltd.**

**Pinky K Rohira**  
**Head - Human Resources**

**Sundaram Asset Management Company Limited**

**Corporate Office:** Sundaram Towers, 1<sup>st</sup> & 2<sup>nd</sup> Floor, 46, Whites Road, Royapettah, Chennai - 600 014, India.  
**Phone:** +91 44 28569900, 40609900 **Fax:** +91 44 28418108 **E-mail:** [enquiry@sundarammutual.com](mailto:enquiry@sundarammutual.com) **Website:** [www.sundarammutual.com](http://www.sundarammutual.com)

**Regd. Office:** 21, Patullos Road, Chennai - 600 002, India. CIN: U93090TN1996PLC034615