

Suresh Surana & Associates LLP  
Chartered Accountants



Suresh Surana & Associates LLP

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LLP Identity No: AAB / 7509

Ref: SSA/HR/13260/2022  
Date: 16.06.2022

To,  
The Secretary,  
The Institute of Chartered Accountants of India  
'ICAI BHAWAN', 122, Mahatma Gandhi Road,  
Nungambakkam,  
Chennai - 600 034.

Dear Sir,

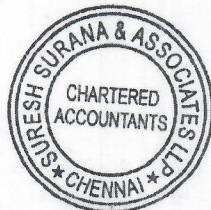
**Sub: Vacancy for Chartered Accountants**

We are pleased to inform you about certain vacancies for "Chartered Accountants" in our concern. In our expanding organization, we offer attractive growth prospects to aspiring candidates. We request your goodself to display the enclosed sheet (giving details of vacancies) on your notice boards for a period of 2 months (16/06/2022 to 16/08/2022), so that desirous students may avail of this opportunity.

Kindly do the needful and oblige.

Yours Sincerely,  
For SURESH SURANA & ASSOCIATES LLP  
Chartered Accountants

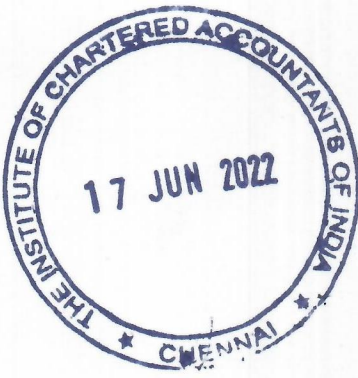
*T. Humara*  
For Authorised Signatory



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Offices at: Mumbai, New Delhi - NCR, Kolkata, Bengaluru, Surat, Hyderabad, Ahmedabad, Pune, Gandhinagar & Jaipur





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## VACANCIES FOR AUDIT & ASSURANCE (CHENNAI)

**Suresh Surana & Associates LLP** is one of the leading accounting and consulting groups in India. Suresh Surana & Associates offers a range of specialized, multi-disciplinary professional services that meet the immediate as well as the long-term business needs of clients. We have a pan-India presence with offices in Mumbai, New Delhi, Bangalore, Chennai, Kolkata, Surat, Ahmedabad, Gandhidham, Pune, Hyderabad and Jaipur. We provide a range of professional services with special focus in the fields of Internal/ Management Audits, Corporate Advisory, Risk Management and Attestation. Our international affiliation and experience enables us to meet the cross border service requirements of our clients.

We are in search of young and energetic self starters with "fire in the belly" having good conceptual and analytical ability, communication skills and service orientation for carrying out value added audits using global and RSM International audit methodology.

We are looking for **Chartered Accountants** in the areas of Audit & Assurance for our Chennai with 0-15 years of experience:

### **Job Roles and Responsibilities**

- Advanced computer skills on MS Office, accounting software and databases
- Ability to analyze large amounts of data and to compile detailed reports
- Proven knowledge of auditing standards and procedures, laws, rules and regulations
- Attention to detail and excellent analytical skills
- Knowledge of Accounting & Auditing standards, Companies Act, Income Tax Act, overall knowledge of all commercial laws.
- Knowledge of Statutory & Tax audit of corporate clients (Public & Private companies).
- Knowledge of IFRS preferred.
- Good Communication skills (verbal as well as written).

### **Responsibilities:**

- Preparing work paper for work done.
- To get work done reviewed by senior.
- Identifying and highlighting critical issues which require senior's involvement.
- To review work done by juniors.
- Performing analytical review.
- To finalize financial statements and auditor's report (The assignment is handled independently if senior is not involved in the audit).
- Completing compliance checklist.
- Ensuring proper file management Numbering, Indexing, Referencing (cross referencing the papers).
- Ensuring compliance with Audit and Assurance Standards and RSM Audit Manual.
- Ensuring compliance with disclosure requirements.
- Providing on the job training to juniors.
- Perform internal audit including risk management and control management over operation effectiveness, financial reliability and compliance with all applicable directives and regulations
- Perform Statutory Audit, Income Tax including Tax Audit.
- Obtain, analyze and evaluate accounting documentation, previous reports, data, flowcharts etc





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- Prepare and present reports that reflect audit's results and document process
- Identify loopholes and recommend risk aversion measures and cost savings
- Document process and prepare audit findings memorandum
- Conduct follow up audits to monitor management's interventions
- Implement best audit and business practices in line with applicable internal audit statements.
- Ensure complete, accurate and timely audit information is reported to Management and Risk Committees.

Interested candidates should send their resumes with complete communication details to:

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