

AvantEdge Business Consulting Pvt. Ltd.

29/8 Sharad CHS, Opp. Bhartiya Vidya Bhavan,
Off. S B Road, Shivajinagar,
Pune MH – 411 016

Job description for Articled Assistant

Job Description

1. Carry out the statutory/tax/GST audits
2. Design audit plan and schedule
3. Act as a coordinator between the client and the firm
4. Manage recurring Tax and GST compliance
5. Preparing Tax Audit filling ITRs of Corporate assesses
6. Drafting audit reports, CARO reports, IFC reports etc
7. Carrying out audit documentation
8. Assist in due diligence assignments

Required Skills and Qualifications

- Candidate pursuing CA
- Willing to work independently
- Knowledge of GST, TDS and other tax compliances

Ability to communicate with client and resolve queries on timely manner.

Job Type: Full-time

Salary: ₹6,000/- per month

Benefits:

- Health insurance
- Paid time off
- Provident Fund

Schedule:

- Day shift

Education:

- Bachelor's (Preferred)

License/Certification:

- CA-Inter (Preferred)

Contact Details:

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