

To,  
Secretary,  
SIRC of ICAI, ICAI Bhavan,  
122, MG Road,  
Nungambakkam, Chennai – 600034

11-09-2023

**Sub : Vacancy for Qualified/Semi qualified Audit assistants**

Sir/Madam,

Our firm is in the practice for more than 2 decades offering a wide range of services to the clients including, Statutory Audit, Internal Audit with specialisation on direct tax litigations.

Our office is centrally located in CIT, Colony, Mylapore, Chennai and managed by the proprietor Shri S Ravi, FCA along with three qualified CA's.

We are looking to hire a Qualified/ Semi qualified audit assistant for the position of "Manager – Audit".

The candidate is expected to perform routine audit functions for small and medium sized clients and independently finalise the financial statements, tax audit reports, audit report with CARO and other statutory forms/reports. The candidate is also expected to plan and allocate the responsibilities to a team and review/mentor them.

Preference will be given to candidate who have atleast 3 to 5 or more years of experience in independently handling statutory audits/ tax audits, working experience in accounting software's like tally/Zoho books and who has good interpretation and drafting skills.

Compensation will not a constraint for the right candidate.

Interested candidates can send their resume to [info@sravica.com](mailto:info@sravica.com)/[harini@sravica.com](mailto:harini@sravica.com)

Contact Person – Ms. Geetha / Contact no : 044 – 24991120/24992848

For S. Ravi & Associates,  
Chartered Accountants,  
Firm Reg No: 009261S

S. Ravi  
Proprietor  
M.No : 204618

