L V S S AND CO
Chartered Accountants

VACANCY – SEMI-QUALIFIED CHARTERED ACCOUNTANT

Company: Vestazen Private Limited
Location: Hyderabad
Position: Semi-Qualified Chartered Accountant – Accounts & Project Finance

About the Company

Vestazen Private Limited is engaged in premium residential interior designing and execution of interior works for apartments, villas and independent houses. The company undertakes project-based interior works involving design, procurement, vendor coordination, execution and delivery.

We are looking for a **Semi-Qualified Chartered Accountant**, preferably with **articleship experience**, who has good accounting knowledge, strong analytical ability and an interest in project costing and financial monitoring.

Preferred Candidate Profile

- CA Inter / Semi-Qualified Chartered Accountant.
- Articleship experience is preferred.
- Good practical knowledge of **Tally**.
- Strong working knowledge of **Microsoft Excel and Google Sheets**.
- Good understanding of accounting, GST, TDS and other statutory compliances.
- Ability to analyse project costs, estimates, quotations and variances.
- Good follow-up and coordination skills.
- Candidates with exposure to **interior works, construction, project accounting or project costing** will be preferred.

Roles & Responsibilities

1. Maintain books of accounts in **Tally** and ensure proper accounting of all business transactions.
2. Maintain **daily receipts and payments** and update cash/bank transactions in Excel / Google Sheets.
3. Maintain **project-wise financial records**, including:
    - Customer receipts

- Vendor payments
- Project expenses
- Customer estimates
- Vendor quotations

4. Reconcile actual project receipts and payments with **customer estimates, BOQs and vendor quotations**.
5. Monitor deviations between:
    - Estimated cost and actual cost
    - Vendor quotation and actual purchase/execution cost
    - Original project estimate and revised/project completion cost
6. Prepare and submit **project-wise cost variation and deviation reports** to the management.
7. Assist the management in arriving at project costs based on **BOQs (Bills of Quantities)**, vendor quotations and other project inputs.
8. Compare **historical rates/costs with current rates** for materials, labour and other project expenses to support costing and commercial decisions.
9. Raise customer invoices/bills based on the progress of projects and approved billing milestones.
10. Regularly follow up with the project team regarding **project status and stage of completion** and advise whether a customer bill can be raised.
11. Follow up with customers for **outstanding payments and collections**.
12. Send appropriate **receipt acknowledgements to customers** upon receipt of payments.
13. Follow up with vendors for invoices, supporting documents and **GSTR-2B mismatches / GST input credit related issues**.
14. Maintain vendor-wise outstanding and payment details and assist in reconciliation of vendor accounts.
15. Make / coordinate timely **statutory payments including TDS, GST and Professional Tax (PT)** and maintain related records.
16. Maintain **petty cash**, supporting bills and expense vouchers and ensure proper accounting and documentation.

17. Assist in monthly reconciliations of bank accounts, customer accounts, vendor accounts and statutory ledgers.
18. Prepare MIS and other **project-wise financial reports** as required by management.

Skills We Are Looking For

Tally | Excel | Google Sheets | Project Accounting | Project Costing | BOQ Analysis | Variance Analysis | GST | TDS | MIS | Receivables & Payables Management

Interested candidates may send their resume to:

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