



**WE ARE HIRING**

<b>Designation</b>	<b>Accounts Manager</b>
<b>Location</b>	<b>Hyderabad Branch of SIRC of ICAI</b>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in Accounting, Finance, or a related field.</li> <li>• Proven experience of at least 5 years as an Accountant or in a similar financial role.</li> </ul>
<b>Skill Sets</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of accounting principles and practices.</li> <li>• Proficiency in accounting software (Tally) and Microsoft Office Suite (Excel, Word).</li> <li>• Excellent attention to detail and accuracy.</li> <li>• Strong analytical and problem-solving skills.</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Knowledge of ICAI regulations and standards (preferred but not required).</li> </ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Financial Record Keeping:             <ol style="list-style-type: none"> <li>I. Maintain accurate and up-to-date financial records for the Hyderabad Branch.</li> <li>II. Record all financial transactions, including income, expenses, and other financial activities.</li> </ol> </li> <li>• Financial Reporting:             <ol style="list-style-type: none"> <li>I. Prepare financial statements, reports, and summaries on a regular basis.</li> <li>II. Assist in the preparation of annual budgets.</li> </ol> </li> <li>• Accounts Payable and Receivable:             <ol style="list-style-type: none"> <li>I. Manage accounts payable and</li> </ol> </li> </ul>



	<p>receivable processes, ensuring timely payments and collections.</p> <ul style="list-style-type: none"> <li>II. Verify and process invoices, expense claims, and reimbursements.</li> </ul> <ul style="list-style-type: none"> <li>• Bank Reconciliation:             <ul style="list-style-type: none"> <li>I. Reconcile bank statements and ensure that all transactions are properly recorded and accounted for.</li> <li>II. Investigate and resolve any discrepancies in a timely manner.</li> </ul> </li> <li>• Compliance and Regulation:             <ul style="list-style-type: none"> <li>I. Ensure compliance with all financial regulations, accounting standards, and internal policies.</li> <li>II. Ensure payment of taxes and filings of returns under Income Tax (TDS) and GST returns on a timely and correct basis.</li> <li>III. Assist in audits and provide necessary documentation and information to auditors.</li> </ul> </li> <li>• Documentation and Filing:             <ul style="list-style-type: none"> <li>I. Maintain organized financial files and documentation for easy retrieval and reference.</li> <li>II. b. Ensure the confidentiality and security of financial records.</li> </ul> </li> <li>• Coordination:             <ul style="list-style-type: none"> <li>I. Collaborate with other team members and departments to facilitate smooth financial operations.</li> <li>II. Address financial queries and provide support to Branch management as needed</li> </ul> </li> </ul>
<b>Age Limit</b>	<b>30-45 Years</b>
<b>Salary Offered</b>	<b>As per Branch Norms</b>
<b>Joining</b>	<b>Immediate Basis</b>

Interested candidates are invited to send their resume via email at [hyderabad@icai.org](mailto:hyderabad@icai.org). Please include “**Accounts Manager Application-Hyderabad Branch**” in the subject line of the email or Can send resume through post to Hyderabad Branch of SIRC of ICAI, 11-5-398/C, Red Hills, Lakdikapul, Hyderabad, Telangana 500004.