

**Balakrishnan V & Co** is a proprietorship CA firm which deals more specifically with Insolvency and Bankruptcy Code 2016. Proprietor Balakrishnan Venkatachalam is a FCA and Insolvency Professional. We are looking for an Accountant and Secretary for our Chennai office. Office is located in Egmore (Opp to Ethiraj College). Our website is <https://www.balakrishnanvandco.com/>

### **Job Title: Junior Accountant**

Reports to: Proprietor of the Firm

**Job Overview:** We are seeking a highly motivated Accountant cum Secretary to join our firm. The successful candidate will be responsible for maintaining records, documentation and various administrative and secretarial tasks including maintaining calendars and appointments. This role will also be responsible for client management.

**Key Responsibilities:**

The following are in relation to our clients' organisation (unless specified)

- Assist the proprietor in overall management of the branch office at Chennai.
- Own and perform all record maintenance (including physical records / files and soft copy records)
- Own and perform all Corporate Secretarial tasks.
- Ensure compliance with all accounting standards and regulations and all requirements of IBBI, IPA, NCLT, NCLAT and other judiciary / quasi judiciary authorities etc.
- Draft letters and responses, verify and manage all communications, maintain evidences.
- Perform ad hoc analysis and other duties as assigned by the proprietor
- Own and maintain all trackers (compliance trackers, evidence trackers, time trackers etc.)
- Oversee and manage the administrative tasks (including upkeep of office & maintenance, bank transactions etc.)

**Qualifications:**

- Bachelor's degree in Commerce, Accounting, Finance, or related field
- Minimum of 5 years of experience in accounting, with at least 3 years in client facing role
- MUST be a go getter and bring tasks to completion. Should be matured and be able to work independently with minimal supervision
- Candidates with legal acumen shall be given preference
- Proficient in oral and written communication with good interpersonal skills.
- Excellent analytical and problem-solving skills and good computer skills.
- Must be a pleasing personality
- Attention to detail and accuracy is a MUST

We offer a competitive salary and benefits package, including bonus and referral benefits and professional development opportunities. Our salary package starts from INR 15K per month and can go up to INR 30K per month for the right candidate.

If you are a highly motivated and looking to join a dynamic team, please submit your resume consideration to [teamofcabkip06@gmail.com](mailto:teamofcabkip06@gmail.com) and mark a cc to [balakrishnanindia@yahoo.com](mailto:balakrishnanindia@yahoo.com)