



## **Opportunity to join Swarup & Associates**

*We are growing. You can find us in Jamnagar/Rajkot/Abad/Pune*

We are an international based Chartered Accountancy firm with 5 offices in India and our sister firm in London (SKS Business Services Ltd). Currently our staff strength in India and abroad is more than 100. In India, we employ 68 Chartered Accountants, 19 Inter CAs and 25 Commerce graduates. We are seeking to create additional teams to support our growth plans. For this we have spread our opportunities to B. Com. & M. Com. - freshers/experienced. A chance for Commerce graduates to step out of clerical or banking profiles and step into accounting profile with tremendous growth, exposure in UK based accounting and efficient trainings.

We prefer prospective candidates to: -

- **Be B. Com. / M. Com. qualified or pursuing.**
- **Possess strong academic record throughout.**
- **Be proficient in Microsoft Office tools, especially Excel.**
- **Be fluent in English.**
- **Be able to travel internationally independently or in a team.**

### **Job Description:**

#### **Accounts preparation:**

- Prepare financial statements from incomplete records for limited companies, partnerships, and sole traders.

#### **Tax returns:**

- Prepare corporation, personal, sole traders, and partnership tax returns.

#### **Management accounts:**

- Preparation of management accounts, analysis of performance and writing of commentary.
- Preparation of budgets.
- Preparation of forecasts.

#### **Supervision of bookkeepers:**

- Ensure accurate bookkeeping is being maintained by checking the bank reconciliation, suppliers and debtor's ledgers, month-end or quarter-end entries, etc.

#### **Manage weekly and monthly timelines**

- Prepare timelines for the all the team members—prepare the timeline calendar for Payroll, yearend accounts, VAT etc.



- Prepare the timeline calendar of year-end accounts, corporation tax return, annual return, personal tax return etc. and update on weekly basis

**Communication:**

- Communicate with clients as appropriate in a positive and constructive manner. Attend to client queries and resolve them (through coordination with UK team as necessary)

**Other details: -**

- 1.) Working hours: - Monday to Friday from 9:30am- 7:00pm with 40mins lunch break.
- 2.) Leaves: - 15 days annual leave and 8 public holidays.
- 3.) Salary: - 12,000-15,000 for freshers. For experienced it will be decided upon the performance in interview.

(Students pursuing last semester of B. Com. / M. Com. can join on immediate basis and will be given sufficient leaves for exams. They will undergo comprehensive training with us and within a few years be an accomplished accountant. They will be working with various globally recognized accounting software, develop advanced Excel skills, learn communication skills, and learn to work effectively in a team atmosphere.)

**Interested students can mail their CV's at [careers@sksbusinessservices.com](mailto:careers@sksbusinessservices.com)**

**For Swarup & Asso.**

A handwritten signature in black ink, appearing to read 'MP1', is written over a horizontal line.

**Monika Manker**  
**Sr. Manager – HR & Admin**  
**Pune**