

JOB DESCRIPTION

About the firm

Savage and Palmer is a young and upcoming accounts and advisory firm that is transforming the way businesses do accounting. Using world-class people, processes and technology, we help small and medium businesses professionalize their day to day accounting operations and derive actionable insights for promoters to make informed business decisions.

Job Title - Manager - Accounts, Tax, Reporting

We are looking for smart and ambitious people who want to build their careers as accounting, taxation and reporting professionals. Attitude & hunger to grow and learn are more important than qualifications & experience.

Job responsibilities

- Act like an advisor to the clients in terms of compliance related matters
- Ability to handle a team of 6 – 7 accounts executives.
- Reviewing the work of the accounts executives i.e. data entries, calculation of various taxes.
- Finalization of the books of accounts
- Create meaningful MIS reports – i.e. weekly, monthly & quarterly
- Ability to draw insights on the client's business given the data shared

Technical Skills Required -

- Knowledge of accounting softwares such as Tally & SAP
- Knowledge of calculation & filing of the following taxes - GST, TDS, PT, Income Tax
- Knowledge of Advanced Microsoft Excel & Powerpoint
- Excellent written and oral communication skills

Salary –

- Up to 50,000 - 60,000 per month for the right candidate

Other Requirements -

- Qualification - Chartered Accountant only
- Work Experience - 2-3 years or more

Location

Mumbai - Dadar East

- You will be assigned multiple different clients and will be required to directly visit their offices each week. These are all Mumbai based clients and you must be willing to travel within the city. The benefit of working on multiple clients is lots of interesting learnings and new challenges on the job :)

Company Website

www.savagepalmer.com

Contact

Human Resource Team

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