

<https://www.fintax24.in/job/accounting-assistant/>

## Accounting Assistant

### Description

Are you detail-oriented and passionate about numbers? FinTax24 is hiring an **Accounting Assistant** to support our finance team in day-to-day accounting tasks, tax filing, and client financial management.

This is a great opportunity for freshers, commerce graduates, or anyone looking to gain real-time experience in **GST, TDS, Income Tax Return (ITR)** filings, and **bookkeeping**. You'll work closely with our expert Chartered Accountants and learn how professional accounting is done in real-world scenarios.

If you're looking for an **entry-level accounting job** where learning and career growth are key, **this role is for you**.

### Responsibilities

- Assist in the preparation of **GST returns, TDS filings, and income tax returns (ITR)**.
- Maintain accurate **client records**, handle **invoices**, and **prepare financial statements**.
- Help with **bookkeeping tasks**: journal entries, bank reconciliation, and data entry.
- Support with **MCA compliance, ROC filing**, and basic legal documentation.
- Conduct research on the latest **tax regulations** and compliance deadlines.
- Work on **accounting software** like Tally, Zoho Books, QuickBooks, and MS Excel.
- Draft **emails, notices**, and assist with **client communication**.
- Ensure **confidentiality** and **accuracy** in all financial operations.

### Qualifications

- **B.Com / M.Com / CA Inter / MBA (Finance)** students or recent graduates.
- Freshers are welcome; prior internship or basic knowledge of GST/TDS is a plus.
- Comfortable using **Excel** and willing to learn **Tally, Zoho Books, QuickBooks**.
- Strong attention to detail, basic analytical skills, and eagerness to learn.
- Good **communication** and **teamwork** skills.

### Job Benefits

- **Hands-on Training** in real-time accounting and taxation processes.
- **Mentorship** from experienced Chartered Accountants and Tax Experts.
- **Certificate of Completion** and **Letter of Recommendation** (based on performance).
- Exposure to **industry-standard tools** and **financial compliance processes**.

### Hiring organization

FinTax24

### Employment Type

Full-time, Intern

### Beginning of employment

Immediate or within 1 week of selection

### Duration of employment

12 Months\*

### Industry

Accounting And Taxation

### Job Location

FinTax24, First Floor, 24 Square, Nr. Hotel Nandini, Bhavnagar Road, 364270, Palitana, Gujarat, India

### Working Hours

09:00AM To 07:30PM (Monday to Saturday)

### Date posted

October 18, 2025

### Valid through

31.12.2025

- **Potential full-time job offer** for top-performing candidates.