Part-time Accountant (Tally), Udhna, Surat

JOB DESCRIPTION

JOB ID	AB-1029
LOCATION	Udhna, Surat. On-site, at the client's office
HOURS	4 fixed hours a day, Monday to Saturday, starting between 10:30 AM and 2 PM
QUALIFICATION	B.Com or M.Com
EXPERIENCE	3+ years, with year-end finalisation done yourself
SOFTWARE	Tally (must)
SALARY	Rs 20,000 a month

About the Client

Our client is a paper and board distribution business in Udhna, Surat, with a turnover of about Rs 15 crore.

The client's name is shared once you confirm interest and we have had a first conversation.

The Role in One Line

Keep the client's books in Tally and close the year-end accounts, working 4 fixed hours a day.

Working Hours

- 4 hours a day, Monday to Saturday
- Start at a fixed time between 10:30 AM and 2 PM, so you finish between 2:30 PM and 6 PM
- For example 10:30 AM to 2:30 PM, 12 PM to 4 PM or 2 PM to 6 PM
- The timing stays the same every day. Early morning and evening slots are not possible

What You Will Do

- Post and check sales, purchase, expense and journal entries in Tally
- Scrutinise ledgers and clean up the books before year-end
- Reconcile bank accounts and customer and supplier balances
- Match stock records with the books
- Handle GST and TDS work, and match GSTR-2B and 26AS
- Pass closing entries: provisions, accruals, prepayments and depreciation
- Finalise the year-end accounts and work with the client's auditor until they are signed off

What You Need

- B.Com or M.Com
- 3+ years in accounting, with year-end accounts finalised by you, not only supported
- Strong hands-on Tally
- Working knowledge of GST and TDS

- Able to work 4 fixed hours, Monday to Saturday, starting between 10:30 AM and 2 PM, at the Udhna office
- Based in Surat

A Strong Plus

- Experience with a trading or distribution business
- Gujarati or Hindi, alongside English

How the Process Works

- A call with your Accounting Baba recruiter, Deepanjali, about the role and your background
- Interview with the client
- Offer, then you join

How to Apply

- Apply at accountingbaba.com/careers (Job ID AB-1029) with your updated CV
- Keep ready: your preferred start time, your current pay and your expected pay

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