Job Description

Sharp & Tannan Associates

Job title	Audit Senior / Supervisor – Assurance
Location	Pune
Job Type	Full Time / Regular
CTC	Best in Industry
About S&TA:	➢ Sharp & Tannan Group is one of the oldest Chartered Accountant firms in India, founded in 1934 by Mr. CR Sharp and Mr. BR Tannan. The firm has expanded to 10 offices and consults for some of the biggest names in Indian business. Sharp & Tannan is a full-service firm offering Assurance, Consulting, GRC, and Taxation services. The principles of integrity, reliability, and trustworthiness that our founders adopted have helped us stay independent all these years. ➢ For more details visit www.sharpandtannan.com or follow us on LinkedIn at https://www.linkedin.com/company/sharpandtannan/mycompany/ ➢ To learn about our various services, please visit the following links: ➢ **GRC:** https://www.sharpandtannan.com/services/governance-risk-compliance/ ➢ **Consulting**: https://www.sharpandtannan.com/services/consulting/ ➢ **Assurance:** https://www.sharpandtannan.com/services/assurance/ ➢ **Tax:** https://www.sharpandtannan.com/services/tax/
About the role:	➢ Sharp and Tannan is actively seeking a qualified candidate in the Assurance field for a key position. The incumbent will work as part of the engagement team to perform risk-based audits under applicable regulations and standards (e.g., Companies Act audits, tax audits, CARO reporting), performing detailed testing and preparing well-structured workpapers and reports.
Responsibilities:	➢ Assist in planning statutory audit engagements, including understanding client business, key accounting policies, significant risk areas, and timelines for reporting. ➢ Perform detailed testing of component of financial statement and other significant ledgers, including sampling, vouching to invoices, PO–GRN–Invoice matching, and cut-off testing. ➢ Assist in performing analytical review procedures on P&L and balance sheet items; investigate unusual variances with client explanations and supporting documents. ➢ Support CARO and Companies Act reporting by gathering and testing specific information. ➢ Document procedures performed, evidence obtained, and conclusions reached in firm-standard workpapers, ensuring clear linkage to audit objectives. ➢ Coordinate with client finance and operational teams for data requests, schedules, and clarifications, and track open points to closure. ➢ Support completion of tax audit clauses (e.g., Form 3CD) by preparing and validating required details and schedules as per audit program.
Candidate requirements:	➢ Strong understanding of Schedule III presentation and disclosure requirements, and working knowledge of applicable Ind AS/ Accounting Standards.

	➢ Familiarity with common audit tools and templates (lead schedules, trial balance mapping, sampling sheets). ➢ Proficient in MS Excel for data analysis; exposure to ERP environments such as SAP/Oracle/Tally for transaction-level testing. ➢ Strong professional scepticism, attention to detail, and commitment to audit quality and compliance with ethical standards. ➢ Clear and concise communication skills, with ability to document issues and discuss them constructively with client staff and internal seniors. ➢ Ability to manage peak-season work pressures, multiple concurrent assignments, and travel requirements as per engagement needs.
Educational Requirements:	➢ Qualified - CMA