

Assistant Manager – Assurance & Accounting Advisory

📍 Location: New Delhi

🕒 Experience: 1–3 Years

About PNAM & Co.

PNAM & Co. LLP is a legacy firm with nearly a century of excellence, established in 1925. We are recognised as one of India's most trusted names in assurance, tax, and advisory services. Our team brings together experienced professionals — chartered accountants, financial advisors, tax experts, company secretaries, and legal specialists — delivering comprehensive solutions across accounting, assurance, advisory, compliance, and transaction support.

As a proud member of Allinial Global, one of the world's leading international associations of independent accounting and consulting firms, PNAM offers its people access to global best practices, international learning opportunities, and cross-border exposure. Joining PNAM means being part of a firm where you work with diverse clients, tackle meaningful challenges, and grow alongside a team committed to quality, integrity, and continuous learning.

Role Overview

We are seeking a proactive and detail-oriented **Assistant Manager – Assurance & Accounting Advisory** to join our Assurance and Accounting Advisory team. The role involves working closely with senior professionals and partners to manage audits and assurance assignments while delivering high-quality work with professionalism and integrity.

Key Responsibilities

- **Client Management:** Build and maintain strong client relationships by acting as a dependable point of contact, understanding client needs, addressing queries promptly, and ensuring a seamless engagement experience.
- Plan, execute and complete **statutory audits, internal audits, review engagements**, and assurance assignments for a diverse client base.
- Prepare **financial statements** under Indian GAAP / Ind-AS / IFRS with accuracy and compliance.
- Prepare audit working papers, carry out internal control testing / process walkthroughs, document findings, and support audit reporting.
- Conduct variance analyses, reconcile accounts, and ensure completeness and correctness of client records.
- Support **financial reporting advisory** engagements, including GAAP conversions, complex accounting entries (e.g. M&A, consolidation, IFRS/Ind-AS conversions), and customized accounting solutions.
- Mentor and guide junior staff / article assistants as needed, helping with their development and review of their work.
- Uphold the firm's core values of integrity, confidentiality, quality, and client-centricity.

Required Qualifications & Skills

- Qualified Chartered Accountant, with **1–3 years** of experience audits and assurance practice.
 - Working knowledge of auditing standards, Indian GAAP / Ind-AS / IFRS, and understanding of regulatory requirements under the Companies Act and other applicable laws.
 - Courses such as **CISA, DISA, Certification Course on Ind AS, GST**, etc. will be an **added advantage**.
 - Proficiency in **MS Office** and accounting/ERP software such as Tally, SAP, or equivalent systems.
 - Strong analytical ability, attention to detail, and capability to manage multiple engagements and deadlines.
 - Good communication and client-handling skills; ability to coordinate with colleagues, seniors, and clients.
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Why Join PNAM & Co.?

- Be part of a legacy firm with nearly a century of experience and its roots in India's oldest assurance practices.
 - Work with a diverse, multidisciplinary team, gaining exposure to assurance, tax, advisory, financial reporting, and corporate law domains.
 - Benefit from Allinial Global membership, providing access to international resources, learning programmes, and cross-border opportunities.
 - Thrive in a culture that values integrity, teamwork, learning, and long-term client partnerships.
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We welcome motivated professionals with a passion for accounting and assurance to be part of our growing team.