



PR/108602 | Company secretary & Internal control analyst

Job Information

Recruiter

JAC Recruitment India

Job ID

1504727

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

JOB DESCRIPTION

Job Title : Company secretary & Internal control analyst

Department: Finance & Accounts Location: Malur

Reporting To: Manager – Finance

Primary Duties and Responsibilities:

Company Law: -

- Obtained DIN & CIN; e-filing of Forms, DSC etc. Comfortable with filing & working under MCA-21
- Preparation and maintenance of various Statutory Books and Registers of the Company under the companies Act 2013
- Drafting of Notices & maintenance of Minutes for Board Meetings and General Meetings
- Inspection of Books of Accounts under Sec.209 of companies Act, 1956
- Work related to creation, modification and satisfaction of charges on assets of the Company and registration thereof with the Registrar of Companies.
- Alteration in Memorandum or Articles
- Filed forms linked to Auditors Appointment
- Transfer of Equity Shares
- Increase of Authorized Share Capital & preparation of documents for the same, Notice Calling EGM
- Preparation of all the papers for increase in Paid-up Capital for allotment of shares & filling of form

Alteration of object Clause of the Company
 Master Data Correction on the MCA Portal
 Annual Filing and other E-filings on the MCA Portal
 Appointment and variation in terms of appointment of Managing Directors under Companies Act, 2013
 Preparations for holding Board Meeting & General Meetings
 Disclosure of Interest in Form MBP -1
 Preparation Board meeting minutes
 Compliances requirement of Minute Books of Meeting of Directors / Members
 Filing of Forms with RBI as per FEMA Provisions, FC-GPR, Filing of FIRC
 Filing of FLA Returns
 Filing of Annual Forms MGT 7 and AOC 4
 Filing of Annual Returns such as Form 8 and Form 11
 Due Diligence of Companies
 Worked in filing of XBRL Forms

Accounts: -

Assist in statutory audit and IFC – Internal Financial Control Audits
 Redesigning processes and identifying control gaps consistent with a mature IFC
 Experience in assessing the design and operating effectiveness of key controls
 Assist in defining audit scope, evidence, priorities, and testing procedures in collaboration with internal department and external auditors
 Filing of Quarterly TDS Returns – 24Q, 26Q, 27EQ
 Assist in book closure, month/quarter and annual reporting – to local management and the parent company at head quarters
 Assist in implementation of internal controls
 Assist in Tax
 Audit under section 44AB of Income Tax Act 1961
 Assist in GST Audit
 Assist departmental audits – audits of GST, VAT, Customs, CAG Audit – all audits by government departments
 Assist in internal audit or stock audit

Skills and Specifications

- Strong Analytical & Problem-Solving Skills
- Good Communication Skills
- Must Have Good Interpersonal skills
- Team Player & Self starter
- Proficiency in Microsoft Office Tools

The Key Skills, Knowledge and Competencies Required Being Successful in This Position:

Administrative skills:

Establish plans; structure and staff develop systems and processes; manage execution; work efficiently.

Communication skills:

Speak effectively, communicate the day-to-day activities with the team, foster open communications; listen to others; deliver presentations; prepare written communications.

Interpersonal skills:

Teamwork, building relationship, support on the workload of the team, value diversity; able to motivate customers, conducting Training & seminars.

Leadership skills:

Provide direction, lead courageously; influence others; foster teamwork; Timely Decision Making. Strong Negotiating Skills, Time management skills.

Motivation skills:

Drive for results, learning attitude, show work commitment,

Organizational Knowledge:

Know the business, good sense of P&L

Organizational strategy skills:

Drive to meet budget, handle challenging tasks.

Self-Management skills:

Act with integrity; demonstrate adaptability.

Thinking skills:

Think strategically; analyze issues; use sound judgment; innovate, effective use of imitative and forward planning.

Experience/Qualifications Requirements:

- 1) Qualified CS Qualified with Membership
- 2) 03-05 Years' Experience in Company Law, Tax laws, Accounting, Financial Reporting

