



## PR/108634 | Accounting and Office Administrator

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1504738

**Industry**

Bank, Trust Bank

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

November 19th, 2024 11:09

### 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

**Accounting & Finance**

- Manage statutory payments including Income Tax Returns (ITR), Goods and Services Tax (GST) returns, and Tax Deducted at Source (TDS) filings, ensuring timely and accurate compliance
- Oversee the preparation of financial statements, adhering to accounting standards and collaborating with external accounting firms.
- Prepare and submit financial reports to our parent company
- Review invoices for accuracy and completeness prior to payment
- Stay updated on taxation laws, regulations, and best practices
- Conduct account reconciliations and verifications
- Support the annual audit process

**Office Administration**

- Manage the general office management that include offices supplies, vendor coordination, courier management, coordinate travel, membership renewal, visa arrangements, scheduling appointments
- Ensure accurate records and filing documents

- Maintain company database (Contact list, inventory)
- Liaise with our parent company to facilitate the implementation of new initiatives
- Handling External and Japanese Visitors on Business Trips
- Perform general administrative and general IT support duties as needed

#### **General Research**

- Conduct research and submit reports on business trends (such as economy, society, SDG) news articles and industry trends such as regulatory changes in insurance and financial industries
- Translation of documents between Japanese and English.

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#### Company Description