



PR/108797 | Manager/Head (Finance & Accounting)

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1504877

### Industry

Other (Trade)

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

November 19th, 2024 11:13

## 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

**Position: Manager/Head (Finance & Accounting)**

**Location: Gurgaon**

### Requirements:

- **Education:** CA or Equivalent.
- **Experience:** Proven experience (16~20years) in Finance & Accounting management roles, with a strong understanding of accounting systems.

### **1. Financial Strategy and Business Planning:**

- Develop and implement financial strategies and Business policies to support the company's strategic objectives.
- Prepare and oversee annual budgets, financial forecasts, and long-term financial plans for business planning.

### **2. Financial Reporting:**

- Oversee the preparation and accuracy of financial statements, reports, and analyses.
- Ensure timely and accurate financial reporting to management, stakeholders, and regulatory bodies.

### **3. Accounting Management:**

- Supervise accounting operations, including accounts payable, accounts receivable, payroll, and general ledger.
- Implement and maintain effective internal controls to safeguard company assets.

**4. Compliance and Risk Management:**

- Ensure compliance with financial regulations, accounting standards, and tax laws.
- Identify and mitigate financial risks and develop contingency plans.

And based on such risks, need to settle a solution or ideas to overcome the current problem.

**5. Team Leadership and Development:**

- Lead, mentor, and manage the finance and accounting team.
- Conduct performance evaluations, provide training, and support professional development.

**6. Financial Analysis and Decision Support:**

- Provide financial analysis and insights to support strategic decision-making.
- Assess financial performance and provide recommendations for improvement.

**7. Cash Flow Management:**

- Monitor and manage cash flow, working capital, and investments.
- Optimize cash management processes to ensure liquidity and financial stability.

**8. Audit and Internal Controls:**

- Take an initiative to complete internal and external audits.
- Implement and review internal controls to enhance operational efficiency and accuracy
- Having multiple experiences of completion for statutory audit, tax audit, income tax return as both team leader and team player, are mandatory for this position. Having an experience of working with big 4 auditors is also plus.

**9. Stakeholder Communication:**

- Communicate financial performance and strategic initiatives to executive management and other stakeholders.
- Collaborate with other departments to align financial management with operational goals.

**10. Standardization:**

- Develop and implement Standard Operating Procedures (SOPs) for all financial and accounting processes.
- Ensure SOPs clearly define processes and best practices to minimize errors and inconsistencies.
- Regularly review and update SOPs to adapt to changing regulations and operational needs.

**11. Proactive Monitoring:**

- Implement and manage continuous monitoring systems to identify potential financial and operational issues before they escalate.
- Utilize data analytics, security checks, and performance reviews to proactively manage risks and ensure compliance with financial policies.
- Regularly review monitoring processes and tools to ensure their effectiveness and relevance to the organization's needs.

**12. Corrective Action:**

- Develop and implement corrective action plans based on findings from proactive monitoring and audits.
- Address and resolve identified issues promptly, ensuring that corrective measures are effective and sustainable.
- Update monitoring procedures and SOPs as necessary to prevent recurrence of issues.
- Communicate corrective actions and improvements to the relevant stakeholders and ensure proper documentation and follow-up.

**13. Internal Controls:**

- Design, implement, and maintain effective internal control systems to safeguard the company's assets and ensure the reliability of financial reporting.
- Conduct regular assessments and audits of internal controls to identify weaknesses and areas for improvement.

**Having a discipline manner and communication attitude which respect other department members and try to support members in a hospitality manner is required in this position.**

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Company Description