



JAC Recruitment

We are recruitment specialists around the globe

India



PR/108849 | Finance and Accounting Manager or above

## Job Information

**Recruiter**[JAC Recruitment India](#)**Job ID**

1506711

**Industry**

Business Consulting

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

November 26th, 2024 11:19

## 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: Finance and Accounting Manager or above

Location - Gurgaon

## Job Responsibilities

- Provide financial reports and interpret financial information to managerial staff

- Prepare and analyse financial statements including monthly, quarterly and annual reports
- Ensuring financial records & reports are maintained in compliance with accepted accounting policies & procedures
- Focus on all daily and month-end accounting procedures for the account results, including P&L, balance sheet, and cash flow management
- Vendor management & reconciliation of payments
- Ensuring compliance of all legal requirements like GST, TDS, advance tax on time
- Managing Payroll and salaries payment on due dates after statutory deductions
- Managing Accounts payable & accounts receivable ageing wise for timely recovery of dues & analysis of costing due to outstanding
- Ensure intercompany transactions and balances are reconciled on a real time basis
- Liaise with external auditors, legal counsel, and regulatory authorities to address financial and compliance issues.
- Internal Controls & Risk Management
- Cash management: managing cash flow, planning financing, optimising investment activities, etc.
- Budget management: prepare annual budgets in cooperation with President and senior manager, comparing with actual results, making necessary adjustments.
- Collaborate with other departments to provide financial insights and support for decision-making.
- Cash and Budget management

#### Necessary Skill / Experience

- Indian CA / Japan CPA / U.S. CPA qualification
- 3 years or more working experience in India in day-to-day accounting and compliance, closing Financials Accounts or working experience in Indian Finance and Accounting
- Business level English
- High communication ability and skill to collaborate with admin staffs, other departments, HQ and other branches to promote business and projects.

#### Preferable Skill / Experience

- In-depth knowledge of financial accounting and Indian taxation (IFRS, Income Tax, GST etc.)
- Experience in dealing with audits

---

#### Company Description