



## PR/108440 | Deputy Manager- FA & Accounts

### Job Information

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

1507310

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 3rd, 2024 10:17

### 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: Deputy Manager- FA & Accounts**
**Location: Manesar / Badli, Haryana**
**Qualification: Company Secretary (CS)**
**Reporting to: F & A Division Manager / Head**
**Years of experience: 03 yrs to 06 yrs**
**Age: 25 yrs to 30 yrs**
**Software skills: Tally and / or SAP (Optional)**
**Industrial Background Preferred: Automobile & Auto component manufacturing**
**Main activities/Roles & responsibilities (in order of importance)**

1. Monthly Bank Reconciliation
2. Days wise all Bank Balance
3. Loan Sheet (Outstanding, repaid, Loan Taken & Rollover)
4. Coordinate with Bank PICs for loan interest and documents.
5. RTGS/Fund Transfer (intra Bank)
6. Vendors Payments
7. Bank Entry
8. A-1 & A-2 Remittance & Custom Duty payments

9. Cash Flow Monthly
10. Monthly Interest Sheet Preparation
11. Loan Summary Sheet Updating
12. Bank Balance Summary Sheet Updating
13. GST-3B Payment
14. TDS & TCS Payment
15. PF & ESI payments
16. Salary payment
17. Monthly MIS
18. Preparation of Financials Statement
19. Preparation of Transfer Pricing Audit
20. Preparation of Tax Audit
21. Preparation of Income Tax Return
22. Preparation of supporting document of Notice from Any Govt. department
23. Forward contract booking
24. Monthly/Quarterly Board Meeting
25. Yearly Shareholder Meeting
26. Annual ROC Filling.
27. Filling of all ROC Form
28. Secretarial audit verification & Income Tax Return

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## Company Description