



## PR/108602 | Company secretary & Internal control analyst

### Job Information

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

1509251

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 11th, 2024 15:35

### 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 Title : Company secretary & Internal control analyst  
 Department: Finance & Accounts

Location: Malur, Karnataka

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

#### Experience/Qualifications Requirements:

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

#### Company Description