



PR/108440 | Deputy Manager- FA & Accounts

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1513639

Industry

Automobile and Parts

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 05:00

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

Company Description