



PR/108634 | Accounting and Office Administrator

Job Information

Recruiter
[JAC Recruitment India](#)
Job ID

1513676

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

April 15th, 2025 20:00

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

Accounting & Finance

- Manage statutory payments including Income Tax Returns (ITR), Goods and Services Tax (GST) returns, and Tax Deducted at Source (TDS) filings, ensuring timely and accurate compliance
- Oversee the preparation of financial statements, adhering to accounting standards and collaborating with external accounting firms.
- Prepare and submit financial reports to our parent company
- Review invoices for accuracy and completeness prior to payment
- Stay updated on taxation laws, regulations, and best practices
- Conduct account reconciliations and verifications
- Support the annual audit process

Office Administration

- Manage the general office management that include offices supplies, vendor coordination, courier management, coordinate travel, membership renewal, visa arrangements, scheduling appointments
- Ensure accurate records and filing documents

- Maintain company database (Contact list, inventory)
- Liaise with our parent company to facilitate the implementation of new initiatives
- Handling External and Japanese Visitors on Business Trips
- Perform general administrative and general IT support duties as needed

General Research

- Conduct research and submit reports on business trends (such as economy, society, SDG) news articles and industry trends such as regulatory changes in insurance and financial industries
- Translation of documents between Japanese and English.

Company Description