



## PR/108811 | Acc & Finance Manager

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1513758

**Industry**

Automobile and Parts

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 02:00

### 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

Location - Manesar

Designation - Manager - Acc & Finance

**Job Duties and Responsibilities**

1. Financial Reporting & Analysis:
  - Preparation of financial reports (e.g., profit and loss statements, balance sheets, and cash flow statements).
  - Analyse financial data to identify trends, variances, and discrepancies.
  - Prepare financial forecasts and budgets based on the company's financial goals.
  - Ensure timely and accurate month-end and year-end financial reporting.
2. Tax Compliance:
  - Ensure timely and accurate filing of all required tax returns (income tax, , GST, TDS, corporate tax, etc.).
  - Monitor and implement changes in tax regulations and ensure compliance with new laws.
  - Coordinate with auditors, tax authorities, and regulatory bodies for audits, inspections, and other inquiries.
  - Maintain tax records and documentation for easy retrieval during audits.
3. Budget Management:
  - Support the Finance Manager in preparing annual budgets and monthly budget reviews.
  - Monitor departmental spending to ensure adherence to approved budgets.
  - Identify areas for cost reduction and process improvement.

4. Accounts Payable & Receivable:
    - Oversee the processing of invoices, payments, and reconciliations.
    - Manage relationships with vendors and customers, resolving any payment issues.
    - Ensure timely collection of receivables and payment of obligations.
    - Understanding and complying with the MSME Act
  5. Audit & Compliance:
    - Assist in the preparation for internal and external audits.
    - Ensure compliance with financial regulations, tax laws, and corporate governance.
    - Maintain up-to-date knowledge of relevant financial legislation.
  6. Cash Flow Management:
    - Monitor cash flow and ensure liquidity is maintained to meet company obligations.
    - Manage and optimize working capital, including overseeing cash management activities.
  7. Financial Process Improvement:
    - Recommend and implement improvements in financial processes and controls.
    - Assist in automating and streamlining financial operations for increased efficiency.
  8. Team Leadership & Development:
    - Supervise junior finance staff, providing guidance and training, as necessary.
    - Delegate tasks and ensure proper collaboration across the finance department.
    - Support employee development through feedback and performance management.
  9. Strategic Support:
    - Provide support in developing long-term financial strategies aligned with the company's goals.
    - Participate in financial planning discussions and contribute to decision-making processes.
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## Company Description