



PR/108849 | Finance and Accounting Manager or above

Job Information

Recruiter

JAC Recruitment India

Job ID

1513779

Industry

Business Consulting

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 4th, 2025 00:00

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: Finance and Accounting Manager

Location - Gurgaon

Job Responsibilities

Provide financial reports and interpret financial information to managerial staff

Prepare and analyse financial statements including monthly, quarterly and annual reports

Ensuring financial records & reports are maintained in compliance with accepted accounting policies & procedures

Focus on all daily and month-end accounting procedures for the account results, including P&L, balance sheet, and cash flow management

Vendor management & reconciliation of payments

Ensuring compliance of all legal requirements like GST, TDS, advance tax on time

Managing Payroll and salaries payment on due dates after statutory deductions

Managing Accounts payable & accounts receivable ageing wise for timely recovery of dues & analysis of costing due to outstanding

Ensure intercompany transactions and balances are reconciled on a real time basis

Liaise with external auditors, legal counsel, and regulatory authorities to address financial and compliance issues.

Internal Controls & Risk Management

Cash management: managing cash flow, planning financing, optimising investment activities, etc.

Budget management: prepare annual budgets in cooperation with President and senior manager, comparing with actual results, making necessary adjustments.

Collaborate with other departments to provide financial insights and support for decision-making.

Cash and Budget management

Necessary Skill / Experience

Indian CA / Japan CPA / U.S. CPA qualification

3 years or more working experience in India in day-to-day accounting and compliance, closing Financials Accounts or working experience in Indian Finance and Accounting

Business level English

High communication ability and skill to collaborate with admin staffs, other departments, HQ and other branches to promote business and projects.

Preferable Skill / Experience

In-depth knowledge of financial accounting and Indian taxation (IFRS, Income Tax, GST etc.)

Experience in dealing with audits

Company Description