



## PR/109108 | Assistant Manager- Finance and Accounts

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1523220

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

February 25th, 2025 10:22

### 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:** Kolar

**Job Responsibilities:**

- Monthly inventory compilation (Physical vs ERP) and discrepancy adjustment.
- Review statutory dues, TDS/TCS payments, and filings.
- Resolve default notices from TRACES.
- Process ESI, PF, PT, K2, and GST payments.
- Manage and file GST returns (GSTR-1, GSTR-3b, GSTR-6, etc.).
- Coordinate annual GST return filings (GSTR-9/9c).
- Prepare forms 15CB and 15CA for A2 payments.
- Plan and control domestic and overseas vendor payments.
- Review bank reconciliation statements (BRS).
- Create and implement Standard Operating Procedures (SOPs).
- Conduct education sessions on policies and tax law changes.
- Coordinate and manage audits.

- Prepare Annual Survey of Industries (ASI) returns.
- Plan and conduct monthly physical inventory audits.

**Requirements:**

- Proven experience in accounts and compliance roles.
- Proficiency in Webtel ERP and statutory compliance.
- Strong analytical and organizational skills.
- Excellent communication and coordination abilities.

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Company Description