



PR/108440 | Deputy Manager- FA & Accounts

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1507310

業種

自動車・自動車部品

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年12月03日 10:17

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

会社説明