



PR/108811 | Acc & Finance Manager

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

1509342

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11日 15:37

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

Location - Manesar

Designation - Manager - Acc & Finance

Job Duties and Responsibilities

- 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.
- 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.
- 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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会社説明