



PR/108849 | Finance and Accounting Manager or above

#### 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

1509368

#### 業種

ビジネスコンサルティング

#### 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

**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

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会社説明