



## PR/108634 | Accounting and Office Administrator

### 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

1513676

#### 業種

銀行・信託銀行・信用金庫

#### 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

2025年02月04日 02:00

### 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

#### Accounting & Finance

- Manage statutory payments including Income Tax Returns (ITR), Goods and Services Tax (GST) returns, and Tax Deducted at Source (TDS) filings, ensuring timely and accurate compliance
- Oversee the preparation of financial statements, adhering to accounting standards and collaborating with external accounting firms.
- Prepare and submit financial reports to our parent company
- Review invoices for accuracy and completeness prior to payment
- Stay updated on taxation laws, regulations, and best practices
- Conduct account reconciliations and verifications
- Support the annual audit process

#### Office Administration

- Manage the general office management that include offices supplies, vendor coordination, courier management, coordinate travel, membership renewal, visa arrangements, scheduling appointments
- Ensure accurate records and filing documents

- Maintain company database (Contact list, inventory)
- Liaise with our parent company to facilitate the implementation of new initiatives
- Handling External and Japanese Visitors on Business Trips
- Perform general administrative and general IT support duties as needed

#### **General Research**

- Conduct research and submit reports on business trends (such as economy, society, SDG) news articles and industry trends such as regulatory changes in insurance and financial industries
- Translation of documents between Japanese and English.

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会社説明