



## 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

1513758

#### 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24日 13:13

### 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