



PR/109108 | Assistant Manager- Finance and Accounts

Job Information

Recruiter[JAC Recruitment India](#)**Job ID**

1541853

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 13:55

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Location: Kolar**Job Responsibilities:**

- Monthly inventory compilation (Physical vs ERP) and discrepancy adjustment.
- Review statutory dues, TDS/TCS payments, and filings.
- Resolve default notices from TRACES.
- Process ESI, PF, PT, K2, and GST payments.
- Manage and file GST returns (GSTR-1, GSTR-3b, GSTR-6, etc.).
- Coordinate annual GST return filings (GSTR-9/9c).
- Prepare forms 15CB and 15CA for A2 payments.
- Plan and control domestic and overseas vendor payments.
- Review bank reconciliation statements (BRS).
- Create and implement Standard Operating Procedures (SOPs).
- Conduct education sessions on policies and tax law changes.
- Coordinate and manage audits.

- Prepare Annual Survey of Industries (ASI) returns.
- Plan and conduct monthly physical inventory audits.

Requirements:

- Proven experience in accounts and compliance roles.
- Proficiency in Webtel ERP and statutory compliance.
- Strong analytical and organizational skills.
- Excellent communication and coordination abilities.

Company Description