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India



## PR/109296 | Manager-Accounts & Finance

### Job Information

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

1541952

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

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### 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

Position: Manager-Accounts &amp; Finance

- Experience: 10 to 20 years
- Qualification: CA, CA Inter/MBA/M com
- Language: English, Local language Kannada
- Working Culture: Japanese company priority or Other MNC
- Computer Knowledge: Ability to use a laptop, Microsoft Word, Excel, email PPT presentation
- Industry Type Experience: Manufacturing Industry / Machining Tools/ Heavy Machinery
- Industry /Automobile

- Working Location: at Karnataka

#### JOB Description

- General accounting and bookkeeping duties. Cost management duties at the manufacturing plant.
- Cost management will be carried out starting from creating the format (Excel based)
- will be responsible for monthly closure of books by abiding the finance, accounting activities
- of Sales, purchase, stock consumption, expense accruals, tax actual, forecast, budgeting.
- import, export and produce the standard financial reports to Managing Director

#### Finance & Accounting:

- Classifying all type of transactions in books of accounts
- Compliance with import and export documentation & preparing annual performance report
- (APR)
- Strong handle the Company payroll, vendor payment & Bank reconciliations
- Compliance with Companies Act, Income Tax and Other Statutory Act.
- Compliance with Direct Taxation and Indirect Taxation.
- Payment of TDS, GST Liability payment, ESI, EPF and filing returns
- Finalization of books of accounts and preparing the Financial Statements
- Preparing the tax audit report and annual report
- Filing the income tax return of the companies.
- Handling Income tax notices related to direct and indirect tax.
- Coordinating with the legal account's auditor.
- Support the management to make important financial decisions by providing the data.
- Reviewing all transactions and make sure that all transactions are comply with the legal requirements.
- Ensure Cash and Bank books are updated by the team in real time and produce Operating
- cash flow comparing to forecast.
- Ensure the Revenue booked in accordance with Revenue booking process and in compliance with the accounting standards. Ensure the applicable taxes applied.
- Ensure the Purchases, expenses booked in according with Purchase and expense policy.
- Ensure the Fixed assets purchases occur as per Capital assets purchase policy and ensure that gets booked as per Indian Accounting standards as well as per RJP policy guidelines.
- Ensure the Accounts payable and Accounts receivables honoured as per the scheduled dates by the team.

#### Auditing:

- Compliance and implementing the system of internal control and policy of the
- organization
- Providing information and documents to internal and external auditor of the company.
- General Ledger Review and reviewing all type of transactions in the books.
- Reviewing the balance sheet, profit & loss accounts.  
Handle all type of company audits and coordinate with internal and external auditors.

#### Budgeting & Forecasting:

- Budgeting the revenue monthly, quarterly and yearly basis.
- Comparing the budgeted revenue Vs Actual revenue monthly, quarterly and yearly basis.
- Budgeting the capex and non-capex expenditures monthly, quarterly and yearly basis.
- Justifying the reason for differences between actual and budgeted revenue and expenditures.
- Preparing the outlook report every month to achieve the target

#### Management Report/MIS:

- Preparing provisional financial statements
- Preparing Monthly, Quarterly and yearly financial statements
- Sales data monthly, Quarterly and yearly based on historical data.
- Expenses report like transportation, salary, rent, capex and non-capex report etc.  
Gross profit report based on the cost center /projects
- Depreciation Analysis monthly quarterly and yearly
- Preparing the transfer pricing reports and computing the under recovery and over recovery of overhead monthly, quarterly and annually

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#### Company Description