



## PR/109340 | Finance Assistant Manager

### Job Information

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

1545387

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 24th, 2025 10:30

### 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: Finance Assistant Manager**
**Location: Delhi**
**Experience: Minimum 5 years**
**Age: 30-40 years**
**Job Description**

- Establishing fair and efficient business operation based on internal control and procedure manuals
- Ensuring that daily operations (AP/AR) are carried out in compliance and improving operational efficiency with support from outsourcing company through communication that respects the opinions of company members
- Ensuring that GL and monthly closing in accordance with both local accounting standards and INDAS
- Punctual and accurate reporting to company management and HQ in DIVA system in accordance with INDAS including budget, actual and forecast
- Appropriate audit response in accordance with local rules in corporation with outsourcing company

- Proper tax payment and filing in accordance with tax rules and regulations including transfer pricing matters
- Planning and executing of the development of Accounting and Tax team that shifting from outsourcing operation to in-house operations
- Handling any other ad-hoc tasks that instructed by supervisor

**Requirement (must have)**

- Graduated from college/university, bachelor's degree
- Chartered Accountant
- Age 30-40

**Preferable feature (not must have)**

- Proper communication in English
- Chartered Accountant
- Working experience in Japanese company
- Working experience in Commercial company, not only audit experience
- Establishing Accounting system including internal control or having knowledge of this area
- Leading team as manager

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Company Description