



PR/109117 | Senior Executive- Finance and Accounts

Job Information

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

1548544

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

July 8th, 2025 16:45

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

Job Summary: The Senior Executive, Finance and Accounts will be responsible for managing and overseeing various financial tasks, ensuring compliance with statutory regulations, and supporting the financial health and efficiency of the company. This role requires a detail-oriented, organized, and proactive individual with strong analytical skills.

Key Responsibilities:

1. Overseas Collection and Payment Accounting:

- Record and manage overseas collection/payment entries in the ERP system.
- Ensure timely reconciliation of custom duty payments on a weekly basis.

2. DBK/RoDTEP Provisions:

- Make provision entries and perform regular reconciliations for DBK/RoDTEP.

3. Regulatory Compliance:

- Submit export clearance documents within required timelines to comply with FEMA rules.
- Follow up with bankers for data updates in IDPMS and obtain clearance in the DGFT portal.

4. **Payment Plans:**
 - Prepare and execute import payment plans.
5. **Group Company Finances:**
 - Confirm group company balances on a monthly basis and update control sheets accordingly.
6. **ERP Management:**
 - Create and reverse PGIT/SGIT entries in the ERP system.
 - Prepare and update export collection plans and actuals.
7. **Document Management:**
 - Maintain master files for agreements.
 - Prepare FOB, CIF, RPT & TP data for quarterly reporting.
8. **Payroll and Tax Compliance:**
 - Record payroll entries, manage payments, and reconcile discrepancies.
 - Review TDS workings for Challan payments.
 - Prepare comprehensive reconciliation and schedules for GSTR-1, GSTR-3b, and GSTR-2b filings.
 - Follow up with vendors for pending invoice filings.
9. **GST Compliance:**
 - Prepare common credit-related ISD workings and file them on the GST portal.
 - Compile data for job work and file ITC-04 returns semi-annually.
10. **TDS/TCS Management:**
 - Update TDS/TCS data in Webtel ERP and file quarterly returns.
 - Distribute FORM 16A/16B/27D to all concerned parties.
11. **Customer/Vendor Turnover Compliance:**
 - Prepare monthly (YTD) turnover details for customers/vendors to comply with applicable regulations under 206CR/194Q.
12. **Inventory and Audit:**
 - Conduct physical inventory audits.
 - Compile inventory (RM, R&M, CG & FG) data, address discrepancies, and prepare approval documents.
 - Assist with internal and external audit reconciliations, samples, and schedules.
13. **Annual Return Filings:**
 - Prepare working papers and schedules for GSTR-9/9c annual return filings.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field.
- A minimum of 5 years of experience in finance and accounting roles.
- Proficiency in ERP systems, especially Webtel ERP.
- Strong understanding of GST, TDS, and other tax regulations.
- Excellent analytical and problem-solving skills.
- Attention to detail and ability to work under tight deadlines.
- Strong communication and interpersonal skills.

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Company Description