



PR/109828 | Finance and HR Associate

Job Information

Recruiter

JAC Recruitment India

Job ID

1565973

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

January 13th, 2026 11:01

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Job Responsibilities

- **Finance Coordination**

- Collaborate with external accounting firm for:
 - Monthly payroll processing
 - Financial reporting and compliance
- Assist in monthly financial reviews and reporting
- Monitor budget usage and prepare actuals-based reports for Japanese stakeholders
- Participate in semi-annual budget reviews (budget creation not required)
- Support cost allocation across departments
- Manage fixed assets and maintain related documentation

- **Administration**

- Coordinate with shared office providers (e.g., WeWork) and other vendors for office-related matters
- Provide administrative support including HR-related tasks as needed

Key Requirements

- Bachelor's degree in finance, Accounting, Business Administration, or related field
- 2–4 years of experience in finance and administrative roles
- Familiarity with payroll processing, financial reporting, and compliance
- Strong organizational and vendor management skills
- Proficiency in MS Office (Excel, Word, PowerPoint); knowledge of accounting software is a plus
- Ability to communicate effectively with Japanese stakeholders (Japanese language skills preferred but not mandatory)

Work Environment

- Collaborative team of 4–5 members
- Direct reporting to Japanese Management Team
- Exposure to cross-functional tasks involving finance and administration

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Company Description