



## 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**

December 2nd, 2025 10:01

### 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

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

Privacy Policy Link: <https://www.jac-recruitment.in/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.in/terms-of-use>

---

**Company Description**