



PR/109840 | Finance & Administration Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1566424

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 17th, 2026 00:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Key Responsibilities:

Manage overall accounting and finance operations including bookkeeping, monthly and annual closing, and audit coordination.

Communicate and coordinate with the external Chartered Accountant for monthly financial reporting and improvement.

Prepare and manage management accounting reports in alignment with HQ.

Handle basic HR and administrative functions such as recruitment support, attendance management, and general office administration.

Prepare management reports and financial summaries using Tally, Excel, and SAP.

Provide regular reporting and improvement proposals to the General Manager.

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