



## 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.

**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>

