



PR/109976 | Finance & Admin Asst. Manager

Job Information

Recruiter

JAC Recruitment India

Job ID

1572877

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

February 3rd, 2026 04:00

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

Position Summary

The Finance & Administration professional is responsible for managing the company's financial operations and administrative functions to ensure smooth day-to-day business activities. The role includes overseeing accounting, statutory compliance, budgeting, payroll, and financial reporting, while also handling office administration, vendor management, and facility coordination. This position plays a key role in supporting management through accurate financial information, regulatory compliance, and efficient administrative processes.

Key Responsibilities Finance

- Manage day-to-day accounting operations including accounts payable, accounts receivable, and general ledger.
- Prepare monthly, quarterly, and annual financial statements and MIS reports.
- Handle bank transactions, reconciliations, and cash flow management.
- Ensure timely filing of statutory compliances such as GST, TDS, PF, ESIC, income tax, and other regulatory returns.
- Coordinate with auditors, consultants, banks, and statutory authorities.
- Process payroll and manage full & final settlements.
- Maintain proper financial records and documentation for audits and internal controls.
- Possess basic knowledge in ECB, MCA forms filling, and RBI reporting.
- Monitor budgets, expenses, and cost control measures. Administration

- Manage office administration including facilities, housekeeping, security, and vendor coordination.
- Handle procurement of office supplies, assets, and services.
- Maintain records of assets, contracts, and agreements.
- Coordinate travel arrangements, hotel bookings, and reimbursements.
- Oversee office maintenance, renovations, and lease-related matters (Neemrana location).
- Support HR activities such as onboarding documentation, employee records, and policy implementation.
- Ensure compliance with company policies and procedures. Qualifications & Experience
 - bachelor's degree in commerce, Finance, Accounting, or related field (MBA preferred).
- Knowledge of accounting standards, taxation, and statutory compliances.
- Proficiency in MS Excel and accounting software (e.g., Tally, SAP, ERP).
- Strong organizational, communication, and coordination skills.

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Company Description