



## 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.

**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.

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#### Company Description