



PR/110078 | Assistant Manager - Accounts

Job Information

Recruiter

JAC Recruitment India

Job ID

1578114

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 30th, 2026 01:00

General Requirements

Minimum Experience Level

Over 3 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 Location: Gurugram

Department: Accounts & Finance

Key Responsibilities:

- Financial Reporting: Prepare and present monthly, quarterly, and annual financial statements to internal stakeholders.
- Expense Control: Monitor departmental budgets, analyze variances, and implement cost-control measures to ensure lean operations.
- Operational Finance: Manage day-to-day company finance requirements, including cash flow management and treasury support.
- Audit Management: Lead the preparation for internal and external audits, ensuring all documentation is accurate and submitted on time.

- Taxation & Filing: Ensure timely filing of GST, TDS, and other statutory returns in alignment with Indian regulations.

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Company Description