



PR/110101 | Assistant Manager- Finance and Accounts

Job Information

Recruiter

JAC Recruitment India

Job ID

1579748

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 2nd, 2026 06:00

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Position Overview

The Assistant Manager – Finance will play a key role in establishing and managing the company's financial operations in India. Working closely with the Japanese Finance Head, external accounting partners, and banking institutions, the role ensures accurate financial reporting, regulatory compliance, and strong financial governance. As part of a newly established and lean organization, the position requires a proactive, hands-on professional who is willing to take on responsibilities beyond traditional finance activities. The role offers significant potential for future career growth.

Key Responsibilities

Financial Accounting & Reporting

- Support preparation of monthly, quarterly, and annual financial statements.
- Coordinate with external accounting consultants to ensure accuracy, compliance, and timely submissions.
- Review journal entries, reconciliations, and financial schedules prepared by external partners.

- Assist in developing financial reports and presentations for Japan headquarters.

Banking & Financial Institution Coordination

- Oversee day-to-day interactions with banks and financial institutions.
- Support cash flow planning, fund management, and loan-related documentation.
- Facilitate mandatory filings, submissions, and compliance activities related to banking operations.

Japan-Oriented Reporting & Documentation

- Prepare financial reports, KPI dashboards, and business summaries for Japan HQ.
- Ensure documentation meets Japan-side expectations for clarity, accuracy, and structure.
- Provide financial analysis and insights on India business operations to Japanese management.

Business & KPI Performance Management

- Track and analyze monthly business performance indicators.
- Monitor budgets, cost trends, and variances.
- Provide insights and recommendations to support performance improvement initiatives.

Management Meeting Support

- Prepare materials and data packs for internal and cross-functional management meetings.
- Compile financial and operational data for executive reporting.
- Participate in management reviews and support reporting to Japan HQ.

Candidate Requirements

Must-Have Skills

- Strong English communication skills.
- 5–8 years of experience in Finance, Financial Accounting, or FP&A.
- Strong understanding of accounting principles, budgeting, and financial analysis.
- Hands-on experience working with banks and financial institutions.
- Ability to prepare high-quality financial presentations for senior leadership.
- Proficiency in MS Excel, PowerPoint, and financial reporting tools.

Preferred Skills

- Experience in start-up or early-stage organizational environments.
- Experience working with Japanese companies or multinational organizations.

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Company Description