



PR/110237 | Assistant Manager - Accounts & Finance

Job Information

Recruiter

JAC Recruitment India

Job ID

1586578

Industry

Other (Trade)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

June 9th, 2026 12:00

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

Title: Assistant Manager - Finance & Accounts

Location - Gurgaon

Accounting Operations & Financial Compliance

- Manage accounting operations and ensure accuracy, completeness, and compliance of financial records:
 - Post journal entries in Tally including foreign exchange adjustments
 - Ensure ledger accuracy and compliance with applicable accounting standards
 - Review accounting entries prepared by junior accounting staff
 - Prepare and record commission income invoices
 - Maintain foreign exchange rate tracking sheets
 - Maintain accounting documentation and supporting schedules
 - Coordinate and support month-end closing activities
 - Support preparation of Balance Sheet and Profit & Loss schedules
 - Ensure accounting records remain audit-ready at all times
 - Escalate accounting discrepancies or compliance risks when identified
 - Support improvement of accounting processes and documentation controls

2. Banking Operations & Cash Management

Manage banking transactions and support company liquidity monitoring:

- Execute domestic vendor payments through State Bank of India
- Execute international remittances through MUFG Bank India
- Record bank transactions in Tally
- Prepare monthly bank reconciliation statements
- Validate TDS applicability prior to payment processing
- Monitor company cash balances and withdrawals
- Maintain cash count sheets and supporting documentation
- Prepare monthly cash flow statements on a monthly basis
- Report BR/BP status and liquidity position on a monthly basis

3. Receivables, Payables & Financial Monitoring

- Support working capital management and reporting accuracy:
 - Prepare monthly receivable ageing reports
 - Prepare monthly payable ageing reports with due-date tracking
 - Monitor overdue receivables and payment exposure
 - Coordinate with internal stakeholders regarding collection and payment status
 - Support management reporting related to working capital exposure

Required Qualification

- 5-8 Years of experience
- Graduate and Above

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Company Description