



## 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**

April 28th, 2026 06:00

### 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