



## PR/110450 | Assistant Manager - Finance & Accounts

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1599541

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

June 26th, 2026 11:26

### General Requirements

**Minimum Experience Level**

Over 10 years

**Career Level**

Mid Career

**Minimum English Level**

Native

**Minimum Japanese Level**

None

**Minimum Education Level**

Associate Degree/Diploma

**Visa Status**

No permission to work in Japan required

### Job Description

**Proposed Position:** Assistant Manager - Finance & Accounts

**Location:** Mumbai

**Qualification:** Commerce Graduate (B.COM)

CA Inter (preferred)

**Previous Experience / yrs:**

1. 10–15 years of overall experience in Finance & Accounts, including at least 5–7 years in an audit firm with strong exposure to audit and taxation, with demonstrated strong analytical abilities and a keen eye for detail.

Strong exposure to:

- . Finalization of accounts
- . Taxation (GST & Income Tax)

- . Financial analysis and budgeting
- 2. Experience in legal vetting and review of agreements and contracts will be considered an added advantage

**Responsibilities:**

1. Manage day-to-day accounting operations including verification of accounting documents, reconciliations.
2. Prepare and analyze monthly MIS reports and financial statements.
3. Monitor accounts payable, receivable, inventory, and bank reconciliations.
4. Assist in preparation of annual budgets and support half-yearly financial reviews, including analysis of variances and performance against targets.
5. Prepare and analyze fund flow statements and manage surplus cash balances to optimize liquidity and ensure effective cash utilization.
6. Track government policy changes and assess business impact.
7. Coordinate and oversee internal audit processes as per audit programs.
8. Assist in finalization of financial statements (P&L, Balance Sheet, Trial Balance).
9. Prepare / Verifications and file GST return and perform GST input reconciliation.
10. Handle queries, notices, and assessments from GST and Income Tax authorities.
11. Develop and implement internal control systems.
12. Contribute to the development and improvement of finance policies and procedures.
13. Ensure compliance with statutory requirements.
14. Liaise with external auditors for statutory and tax audits.

**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**