



PR/110493 | Company Secretary Cum Accounts Analyst

Job Information

Recruiter

JAC Recruitment India

Job ID

1599570

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

August 21st, 2026 02:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Daily Conversation

Minimum Japanese Level

Native

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Primary Duties and Responsibilities:

- Obtained DIN & CIN; e-filing of Forms, DSC etc. Comfortable with filing & working under MCA-21
- Preparation and maintenance of various Statutory Books and Registers of the Company under the companies Act 2013
- Drafting of Notices & maintenance of Minutes for Board Meetings and General Meetings.
- Inspection of Books of Accounts under Sec.209 of companies Act, 1956
- Work related to creation, modification and satisfaction of charges on assets of the Company and registration thereof with the Registrar of Companies.
- Alteration in Memorandum or Articles.
- Filed forms linked to Auditors Appointment.

- Transfer of Equity Shares.
- Increase of Authorized Share Capital & preparation of documents for the same, Notice Calling EGM
- Preparation of all the papers for increase in Paid-up Capital for allotment of shares & filling of form.
- Alteration of object Clause of the Company.
- Master Data Correction on the MCA Portal.
- Annual Filing and other E-filings on the MCA Portal
- Appointment and variation in terms of appointment of Managing Directors under Companies Act, 2013
- Preparations for holding Board Meeting & General Meetings
- Disclosure of Interest in Form MBP -1
- Preparation Board meeting minutes.
- Compliances requirement of Minute Books of Meeting of Directors / Members.
- Filing of Forms with RBI as per FEMA Provisions, FC-GPR, Filing of FIRC.
- Filing of FLA Returns
- Filing of Annual Forms MGT 7 and AOC 4
- Filing of Annual Returns such as Form 8 and Form 11
- Due Diligence of Companies
- Worked in filing of XBRL Forms

Primary Duties and Responsibilities @ Accounts

- Assist in statutory audit and IFC – Internal Financial Control Audits
- Redesigning processes and identifying control gaps consistent with a mature IFC
- Experience in assessing the design and operating effectiveness of key controls
- Assist in defining audit scope, evidence, priorities, and testing procedures in collaboration with internal department and external auditors
- Filing of Quarterly TDS Returns – 24Q, 26Q, 27EQ
- Assist in book closure, month/quarter and annual reporting – to local management and the parent company at head quarters
- Assist in implementation of internal controls
- Assist in Tax
- Audit under section 44AB of Income Tax Act 1961
- Assist in GST Audit
- Assist departmental audits – audits of GST, VAT, Customs, CAG Audit – all audits by government departments
- Assist in internal audit or stock audit

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Company Description