



PR/109473 | Officer / Sr. Officer – Accounts & Finance

#### 募集職種

##### 人材紹介会社

ジェイエイシーリクルートメントインド

##### 求人ID

1548767

##### 業種

その他（商社）

##### 雇用形態

正社員

##### 勤務地

インド

##### 給与

経験考慮の上、応相談

##### 更新日

2025年07月08日 16:48

#### 応募必要条件

##### 職務経験

3年以上

##### キャリアレベル

中途経験者レベル

##### 英語レベル

ビジネス会話レベル

##### 日本語レベル

ビジネス会話レベル

##### 最終学歴

短大卒：準学士号

##### 現在のビザ

日本での就労許可は必要ありません

#### 募集要項

##### Job Description

**Designation: Officer/Sr. Officer – Accounts & Finance (Depending upon experience level)**

**Location: Gurgaon**

##### Key responsibilities of the job:

The incumbent shall work closely with the team members and ensure that books of accounts are regularly updated and abide by an established set of standard operating procedures. The responsibilities shall include but shall not be limited to:

- Preparation of books of accounts (PL, BS, CF) in a timely manner
- Raising of invoices for the sale as and when required
- Maintaining inventory records in books of accounts and matching it with the warehouse records on regular basis.
- Should ensure that TDS & GST law is complied with while doing accounting.
- Management of Accounts Receivable and Accounts Payable i.e., follow up with creditors for timely receipt of invoices and follow up with debtors for timely receipt of payment and coordinate with them for any clarification related to payment discrepancies etc.

- Preparation of monthly/quarterly MIS, regular budgets, cash flow statement
- Preparation of advises for various payments and receipt supported by the evidences as per procedure laid down by the company
- Coordinate with consultant for accounting review and for other tax compliances etc. and ensure all the compliances including MIS are complete on time without errors
- Ensuring systems and processes in relation to accounting are being followed by self and team members.
- Regularly discuss and report any issues related to debtors, creditors, inventory etc. to the General Manager.

**Profile of the incumbent**

- Age between 28 – 30 years
- Experience 7 – 9 Years
- Schooling (XII) from CBSE board
- Possesses Full time B.Com/M.Com/MBA/CA dropout
- Expert in accounting issues and accounting standards.
- Expert knowledge of tally
- Working knowledge of tax withholding, payroll processing, direct and indirect tax compliances.
- Basic understanding of labour laws and Companies Act 2013.
- Work experience in GST will be an added advantage.
- Should be a good communicator – both verbal and written
- Strong team player
- Should have working experience in an Indian or Foreign MNC or an accounting firm with exposure to Indian and foreign clients. Experience of working with a Japanese company will be preferred.

**Compensation:**

- Health Insurance
- Accidental Insurance
- Gratuity (applicable post 5 years of continuous service)

**Reference Check:**

Should provide 2 references of repute

**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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会社説明