



PR/109699 | Officer / Sr.Officer

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

1559311

業種

物流・倉庫

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09月23日 11:11

応募必要条件

キャリアレベル

中途経験者レベル

英語レベル

無し

日本語レベル

無し

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

Company Overview

One of the leading Japanese MNC into engineering and construction industry having industrial projects in PAN India location

Job Location: Mumbai

Job Responsibilities:

- A minimum of 4-7 years of experience in accounts and Commerce Graduate (B.Com.)
- Handling of day to day accounting
- Preparation of AR / AP outstanding report and follow up

- Preparation daily bank reconciliation
- Knowledge of TDS rates & exemptions
- Knowledge of GST rate, applicability, GST Input
- Monthly Branch MIS preparation & related reconciliations
- Knowledge of statutory compliances – PF, ESI
- Preparation of TDS on Monthly basis for deposit to Govt.
- Various reconciliations (Customer / Vendors / Bank)
- Posting of Vendors invoices (Direct Cost & Indirect Cost Booking in Tally) and arrange the payment
- Assist and coordination in Internal & Statutory Audit
- Good knowledge of Tally Accounting software & Excel

Job Requirements:

- Financial Reporting: Prepare and analyse financial statements, including balance sheets, income statements, and cash flow statements.
- Budgeting: Assist in the preparation of budgets and forecasts, and monitor actual performance against budget.
- Tax Compliance: Ensure timely and accurate filing of tax returns and compliance with tax regulations.
- Internal Controls: Implement and maintain internal controls to safeguard company assets and ensure financial accuracy.
- Reconciliation: Perform regular reconciliations of accounts, including bank statements, receivables, and payables.
- Audit Support: Assist in internal and external audits by providing necessary documentation and explanations.
- Financial Analysis: Conduct financial analysis to support business decisions and identify cost-saving opportunities.
- Team Collaboration: Work closely with the finance team and other departments to ensure accurate financial reporting and compliance.

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会社説明